

SSC Atlantic

MD-715 FY 2017

Table of Contents

FY17 SSC LANT EEO PROGRAM STATUS PARTS A-D	3-6
SSC LANT Organizational Charts	7
FY17 SSC LANT PART E EXECUTIVE SUMMARY.....	8-22
Workforce Analysis Table of Content.....	24
FY17 SSC LANT PART F Cert of Establishing of Continuing EEO Program.....	41-43
FY17 SSC LANT PARTS G Self-Assessment Checklist	45-56
FY17 SSC LANT PART H Plans to correct deficiencies (Accomplishments).....	57
H-1 Complaints	58-59
H-2 Policies, Practices & Procedures	60-61
H-3 Reasonable Accommodations.....	62-63
FY18 SSC LANT PART H Plans to correct deficiencies.....	65
H-1 Policies, Practices & Procedures	66-67
H-2 Reasonable Accommodations.....	68-69
H-3 EEO Action Plan & Execution	70-71
FY17 SSC LANT PART I – Plan to eliminate barriers (Accomplishments)	73
I-1 White Females.....	74-84
I-2 Hispanic Females	85-97
I-3 Hispanic Males.....	98-116
I-4 IWTD	117-119
FY18 SSC LANT Part I Plans to Eliminate Barriers 2018	121-127
FY17 SSC LANT Part J Disability Reporting	129 - 137
Report of Accomplishments on Special Plan for the Recruitment, Placement and Advancement of Individuals with Targeted Disabilities	
EEO Policy Statement	

SSC LANT
EEO Program Status Report
FY 2017
Parts A - D

EEOC FORM 715-01 PART A - D	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering 1 July 2016 through 30 June 2017				
PART A Department or Agency Identifying Information	1. Agency		1. Department of the Navy	
	1.a. 2 nd level reporting component		SPACE AND NAVAL WARFARE SYSTEMS CENTER ATLANTIC (SSC LANT) (NV39)	
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. PO Box 190022	
	3. City, State, Zip Code		3. North Charleston, SC 29419-9022	
	4. CPDF Code	5. FIPS code(s)	4. NV	5. 39
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 4005
	2. Enter total number of temporary employees			2. 27
	3. Enter total number employees paid from non-appropriated funds			3. N/A
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 4032
PART C Agency Official(s) Responsible For Oversight of EEO	1. Head of Agency Official Title		1. Capt Scott Heller	
	2. Command EEO Officer		2. Capt Scott Heller	
	3. Principal EEO Director/Official Official Title/series/grade		3. (b)(6) Deputy EEO Officer, NM-260-04	

Program(s)	4. Title VII Affirmative EEO Program Official	4.	(b)(6)	
	5. Section 501 Affirmative Action Program Official	5.	(b)(6)	
	6. Complaint Processing Program Manager	6.	(b)(6)	
	7. Other Responsible EEO Staff			
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS codes	
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715 01PART G]		
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement		
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier		

Summary of Analysis of Work Force Profiles including net change analysis and comparison to NCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Copy of SSC LANT Organizational Charts

SSC LANT
Organizational Charts
FY 2017

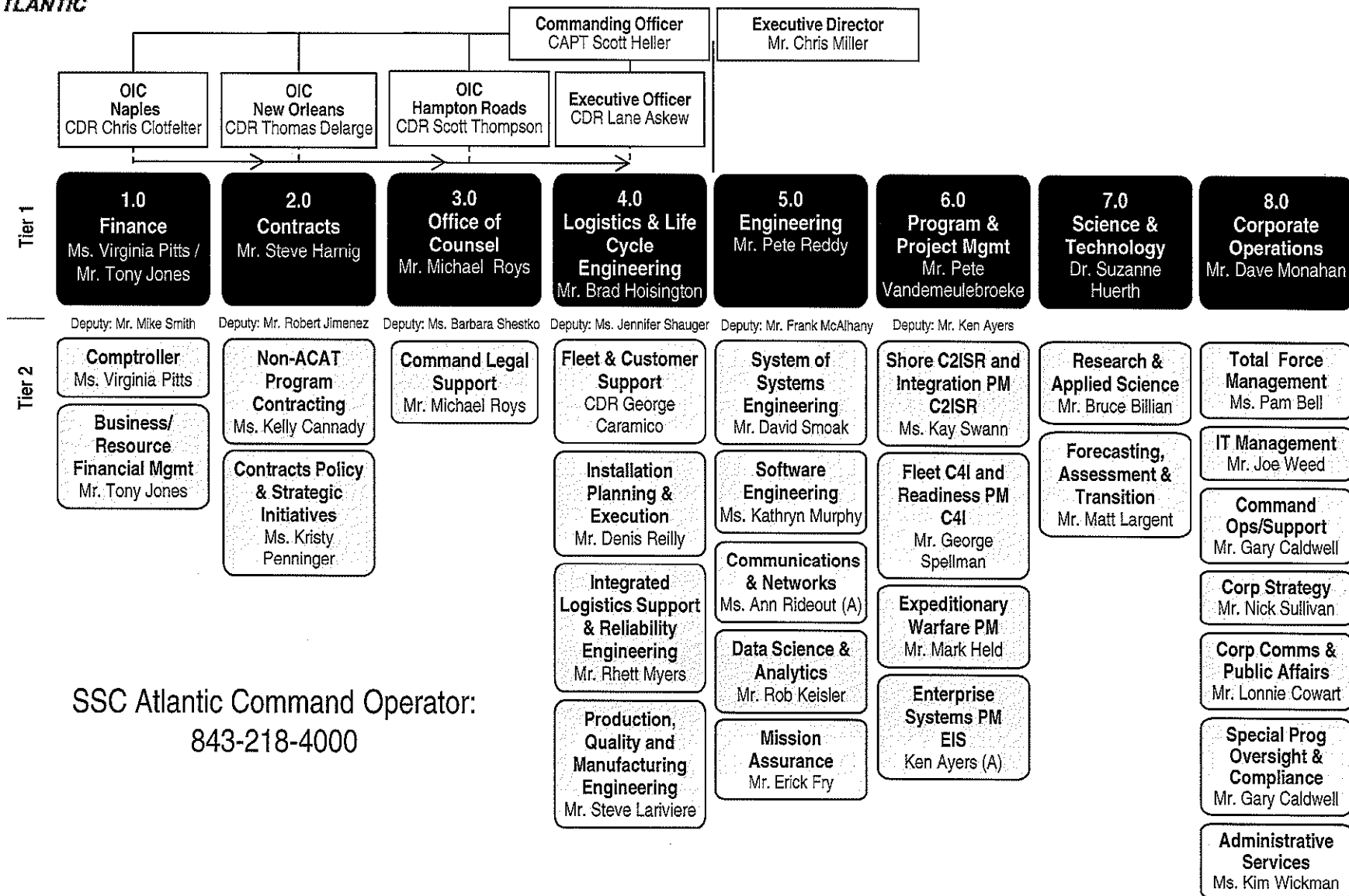
C

C

C



Competencies



SSC Atlantic Command Operator:
843-218-4000



Departments

Departments

Divisions

Commanding Officer
CAPT Scott Heller

Executive Director
Mr. Chris Miller

01B00
Deputy Executive Director
Mr. Bill Deligne

Fleet C4I and Readiness
Mr. Charlie Adams

Expeditionary Warfare
Mr. Kevin Charlow

Enterprise Systems
Mr. Bruce Carter

Shore C2ISR & Integration
Ms. Jacqueline Goff

Science and Technology
Dr. Suzanne Huerth

Deputies: Mr. Greg Lancaster /Mr. Rick Pass (A)

Deputy: Vacant

Deputy: Mr. Brian Ratliff

Deputy: Mr. Kevin Gerald

Deputy: Mr. Michael Thomas

Battlespace Awareness
(b)(6)

Expeditionary Intelligence Solutions
(b)(6)

Data Center and Cloud Hosting Services
(b)(6)

Defense Health Information Technology
(b)(6)

Office of Naval Research (ONR) and other S&T
(b)(6)

IA & Navy Cyber Security
(b)(6)

Marine Air Ground Task Force (MAGTF) Command, Control & Communications (C3) Solutions
(b)(6)

Manpower, Personnel, Training, and Education (MPT&E) Systems
(b)(6)

Defense Logistics Agency Systems & Applications
(b)(6)

Defense Advanced Research Projects Agency (DARPA)
(b)(6)

Command & Control and Afloat Applications
(b)(6)

Land Systems Integration
(b)(6)

Enterprise Business Systems (EBS)
(b)(6)

Special Reconnaissance, Surveillance, & Exploitation
(b)(6)

Naval Innovative Science and Engineering (NISE)
(b)(6)

Navy Afloat Networks
(b)(6)

Expeditionary Enterprise Systems & Services
(b)(6)

Infrastructure Systems (IS)
(b)(6)

Air Traffic Control Division
(b)(6)

Navy Afloat Transport and Navigation
(b)(6)

Force Protection Solutions Division
(b)(6)

Foreign Military Sales/Air Integration/Coast Guard
(b)(6)

Surface Ship Integration
(b)(6)

Submarine Integration
(b)(6)

Shore C4I Integration
(b)(6)

C4I Modernization & Readiness
(b)(6)

SSC Atlantic Command Operator:
843-218-4000

Command and Operations Centers
(b)(6)

SSC LANT
EEO Program Status Report
FY 2017
Parts E
Executive Summary

This page left blank intentional

Part E - Executive Summary – SSC LANT

The following ten (10) pages have been mandated by the Department of Navy (DON) Office of EEO (OEEO) for inclusion at the beginning of every command-level Executive Summary:

I. Purpose of this Report and its Relationship with DON's Agency-Level MD-715 Report

This document was prepared to fulfill the reporting portion of the annual major command-level EEO responsibilities under Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715). Neither EEOC MD-715 nor this EEO report are associated in any way with the separate Diversity & Inclusion program.

MD-715 comprehensively outlines complex execution requirements associated with two ongoing agency-level EEO responsibilities: (1) proactive prevention of discrimination and (2) affirmative actions to hire, place, and advance individuals with disabilities. Among the many detailed requirements outlined in MD-715, the most critical can be grouped into **seven major responsibilities** (see Table 1), culminating in the submission of an agency-level report, by the DON, to the EEOC. The content of this command-level report, along with that of the other major commands, directly contributes to the DON's agency-level report. The content, templates, and formatting of this Executive Summary (and all other parts of this report) are specified solely to support the agency-wide MD-715 program and its reporting to the EEOC by DON OEEO.

Table 1

Agency MD-715 Responsibilities	
1	Develop Workforce/Applicant Data Tables
2	Conduct Mandatory Analyses
3	Identify & Remove Barriers to EEO
4	Complete Annual Self-Assessment Checklist
5	Develop Plans to Resolve Checklist Shortfalls
6	Provide Hiring, Placement & Advancement Opportunities for Individuals with Disabilities
7	Compile & Submit Annual Report to EEOC

Much of this report consists of mandatory data and associated analyses. Half of the data tables characterize the workforce (and applicants) according to race, national origin and sex, while the other half address Individuals with Disabilities (IWD) and its important sub-group, "Individuals with *Targeted* Disabilities"¹ (IWTD). The sole purpose of the MD-715's demographic data is to facilitate EEO through proactive prevention of discrimination. It does that by supporting 16 mandatory data analyses that compare actual workforce participation rates against specific benchmarks in order to identify potential barriers to EEO. There are no Diversity-related goals related to, directed by, or inferred by MD-715. The only numerical MD-715 objective specified by the EEOC is a Federal Goal to have 2 percent of the agency's overall workforce be IWTDs.

II. Evaluation & Reporting of DON-wide MD-715 Execution Effectiveness

The three primary focus areas directed by DON OEEO for command-level MD-715 reports are:

1. Accurate reporting of how well the seven major responsibilities were able to be executed. Typical deficiencies in this area (that must be reported to DON OEEO) include not fully populating all 28 mandatory data tables (especially A/B-7/9/12), not conducting all 16 required data analyses, not fully executing prior-year Part H and/or Part I plans (as approved), not accurately answering questions in Part G, and not focusing Part J on Individuals with *Targeted* Disabilities.

¹ Specific disabilities that the Federal government identifies for special emphasis in affirmative action programs.

2. Accurate reporting of the program status in each of the seven major responsibility areas. Reportable findings in this area include significant data triggers, any actual barriers identified, and negative responses to Self-Assessment Checklist (Part G) questions.
3. Accurate reporting of progress of command plans. Each year, any shortfalls described in focus areas (1) and (2), above, are to be followed by detailed plans to resolve them. Furthermore, as a fundamental and mandatory part of the MD-715 process, commands must also perpetually conduct Barrier Investigations (Part I Plans). All plans, whether to resolve deficiencies or to systematically investigate potential barriers, must also include intermediate milestones that are specific, measureable, relevant, achievable and time-constrained. Reporting of progress on command plans generally includes mention of milestones achieved and relevant findings. Critically, accurate reporting must also show milestones that were not accomplished as planned (i.e. were deferred, reduced in scope, and/or cancelled), and identify all unresolved deficiencies from the prior-year report.

III. Emphasis on Reporting Programmatic Deficiencies and Execution Challenges

DON OEE0 specifically directs that program deficiencies (and subsequent progress toward their resolution) be prominently emphasized to command leadership and reported to DON OEE0 in order to affect their resolution. Notably, DON OEE0 also directs that certain items *not* be emphasized within command-level reports; specifically including routine activities (such as issuing policy statements) and Diversity & Inclusion Program events (unless directly related to MD-715 requirements). The intent of DON OEE0's direction in this area is threefold, to:

1. **Resolve command and agency EEO program deficiencies:** Critical steps toward this goal are to accurately identify shortfalls and improve their visibility at both the command and DON levels. Visibility of program deficiencies throughout the chain of command allows leadership at each level to engage, where necessary, to improve EEO resources, prioritize EEO program execution (particularly in cases where personnel perform both EEO functions and non-EEO activities, such as Diversity & Inclusion), and/or to provide other direction or assistance necessary to fulfill legally-mandated EEO responsibilities.
2. **Reduce command-level effort:** Historically, many commands have invested significant time crafting report narratives that primarily described routine activities, Diversity events, and/or largely emphasized "good news" stories. Unfortunately, however, past narratives also often minimized or omitted discussions of relevant EEO program *deficiencies*, severely limiting command leadership and/or DON OEE0 awareness and opportunities for engagement. By streamlining reporting to deemphasize less relevant material and instead focus on identifying deficiencies, commands will be both better informed of critical issues requiring their attention, and have more time to invest in their resolution.
3. **Improve data compilation:** The annual agency-level report is developed by compiling command-level inputs. As such, it is critical that the command-level reports (1) be accurate, (2) be complete (i.e. include all required report elements), (3) emphasize the most critical information (i.e. deficiencies), (4) use approved templates, where directed, and (5) omit extraneous information wherever possible. To improve this area, DON OEE0 now requires commands to include a standardized "Self-Evaluation Checklist" in the Executive Summary, and to narratively address any negative findings thereafter.

IV. Standardized Executive Summary Requirements

In keeping with the overall intentions outlined above, DON OEE0 has instituted an improved reporting framework to reduce and standardize the content required of FY2017 command-level MD-715 Executive Summaries. Only the following five items are now required:

1. These three pages of standardized Part E language (pages 1-3).
2. The completed Self-Evaluation Checklist (pages 4-9).
3. Narrative to address every negative finding identified in the Self-Evaluation Checklist. Briefly outline plans to resolve each deficiency, with the goal of resolving (or making substantial progress toward resolving) each, prior to the next MD-715 report submission.
4. Abbreviated Trigger Data Analysis: The primary goal of MD-715 is to proactively prevent discrimination by identifying and eliminating barriers to EEO. An initial step in achieving that goal is a systematic review of the MD-715 tables to identify anomalies ("triggers") that might indicate the presence of such barriers (which then need to be thoroughly investigated). Because Data Analysis is only the first step in the overall process, it is vital that it be conducted efficiently, so that the majority of time can be spent on the far more critical Barrier Investigation phase. To facilitate this, DON OEE0 has reduced the FY2017 Data Analysis requirements, and directs commands to spend no more time on Data Analysis than is necessary to identify their significant triggers. Commands are now required to report only the following three items related to their MD-715 Data Analysis:
 - a. Describe the five (5) most significant triggers that were identified through analysis of the MD-715 data tables. In each case, identify the condition *relative to its appropriate benchmark*, and briefly articulate why each trigger is considered among the five most significant.
 - b. Describe any noteworthy significant triggers discovered through means *other than* analysis of MD-715 data tables, such as through review of complaints data, exit surveys, DEOCS or FEVS results, and/or other relevant sources.
 - c. Complete Table T (page 10) to prioritize the overall five (5) highest priority triggers, then describe the general rationale behind their relative prioritization.

DON OEE0 specifically discourages the drafting of lengthy additional analysis write-ups, as well as the creation or reproduction of tables, graphs, or charts, unless absolutely necessary to identify and/or prioritize significant triggers. Very often, the same triggers are prominent from year to year, and only a cursory review of the data tables (using EEOC Instructions) is necessary to confirm their continued existence and/or to identify new triggers and/or trends.

5. Part G Status & Progress on Prior-Year Part H Plans: Briefly address every question in this year's Part G that received a NO answer, and specifically note any questions that were answered negatively during the prior reporting period, and remain unresolved.

Beyond the five standardized Executive Summary requirements listed above, commands may, at their discretion, also include additional EEO program information, after those five mandatory items. Examples of potentially relevant information that might also be added include noteworthy positive results achieved by EEO programs, such as innovative processes or resolutions and/or proactive approaches worthy of sharing with other commands and/or with DON OEE0.

V. Major Command MD-715 Self-Evaluation Checklist

To facilitate accurate and efficient reporting of critical EEO program status information to DON OEE0, the following standardized Self-Evaluation Checklist must be completed by all major commands and submitted as an integral part of their respective FY2017 Executive Summaries. Accuracy is paramount and critical to the tracking and systematic resolution of EEO program shortfalls throughout the DON. Accurate reporting is the single most important factor used by DON OEE0 in assessing command programs.

Major Command MD-715 Self-Evaluation Checklist

The intent of this Self-Evaluation checklist is for EEO program representatives to independently and accurately assess their respective command's ability to effectively execute the seven major responsibilities associated with MD-715, as well as to report the overall status of the program.

Each negative response (NO answer) to the questions in this Self-Evaluation Checklist must be discussed, briefly, immediately following this Checklist, and include plans toward resolving each deficiency prior to the command's next MD-715 report submission. The following is an illustrative example of the level of detail expected of such a negative response narrative:

Negative Response Comments (with reference to relevant Checklist question line numbers):

1. *Line numbers 4 and 5: Vacant AEP position could not be filled until after the hiring freeze was lifted, delaying execution of MD-715 plans. Position has been filled.*
2. *Line numbers 12 and 26: No Applicant Flow Data (AFD) was made available by DON OEEO, preventing completion of Tables A/B-7. DON OEEO will resolve the issue.*
3. *Lines 17 and 31: Did not complete Tables A/B-12 this year (or any prior year). Actively pursuing resolution through identification of relevant training opportunities & coordination with training staff & HR Analytics to include required demographic data.*
4. *Line numbers 34 and 35: Per #2, above, unable to analyze relevant recruitment questions due to lack of AFD. DON OEEO is working to resolve the issue.*
5. *Line 39: Per #3, above, unable to conduct required training analyses without associated Career Development data.*
6. *Line 54: Per prior arrangement with DON OEEO, Barrier Investigation efforts were focused this year on only a single issue (Hispanic Female participation in high grades) to enable the new Barrier Investigation Team to learn the process and gain experience using readily available data. IWTD will be specifically investigated in future years.*
7. *Line 65:*
 - a. *Leadership changed the answer to the Part G question regarding 60-day FAD compliance from a NO to a YES, because the command does not issue FADs, and therefore recognizes that the delays are due to issues at the DON OEEO level, that are beyond the control of the command.*
 - b. *Leadership changed the answer to the three questions on SEP staffing from NO to YES, because those gapped duties are now filled (on a collateral basis).*
 - c. *Leadership changed the answer to the question "Does the EEO office employ personnel with adequate training/experience" from a NO to a YES because the vacant position was filled on September 15 (prior to the end of the Fiscal Year).*
8. *Lines 72 and 73: IWTD participation remains well below the 2% goal. See #9, below.*
9. *Line 74: Part J is not focused specifically on IWTD, but instead addresses IWD more broadly (i.e. through Wounded Warriors, disabled veterans, etc.), and without articulating a relationship between accessions from those sources and increased command IWTD representation. The command has subsequently ramped up a dedicated program focusing exclusively on IWTD outreach (through engagement with several IWTD-centric communities (e.g. PTSD vets, sight-impaired and hearing impaired groups, etc.)).*
10. *Line 75: Part G was two weeks late due to routing delays. Process will be started earlier and tracked more rigorously next year to avoid similar issues.*

Execution Constraints		YES	NO
1	Does leadership understand that the EEO Program is distinct and separate from the Diversity & Inclusion Program, and that the annual MD-715 report is for reporting on the status of the EEO Program only?	x	
2	Does leadership understand that fulfillment of EEO responsibilities (such as timely processing of complaints and execution of MD-715 functional responsibilities) is specifically required by law?	x	
3	Does timely execution of legally mandated EEO responsibilities take precedence over discretionary non-EEO activities?	x	
4	Have you had, throughout the past year, sufficient trained personnel to accomplish all EEO program requirements, including MD-715?		x
5	Have you had, throughout the past year, sufficient personnel to perform both mandatory EEO functions and competing non-EEO activities?		x

Notable Program Challenges/Deficiencies/Weaknesses:
Briefly identify three (3) notable program challenges/deficiencies/weaknesses, and indicate what makes them noteworthy:
#1 (Most Significant): Insufficient staffing levels in the EEO office due to the departure of two EEO Specialist impacted operational readiness; 2 of 6 filled. Vacant Complaints Manager and AEP/SEP positions could not be filled until after the hiring freeze was lifted, delaying execution of MD-715 plans. The EEO Office was staffed by the Deputy EEO Officer and one EEO Specialist until the command was able to detail two employees into the EEO Office to assist. Detailed employees were assigned in Apr 17 on a 1-year rotation assignment and once hiring freeze was lifted, the command initiated the hiring process to back fill vacant positions.
#2: EEO discrimination complaints are not being processed in accordance with 29 CFR §1614 regulatory timelines.
#3: Reasonable accommodations requests are not being processed in accordance with DON Procedures for Processing Requests for Reasonable Accommodations.

Notable Program Strengths
Briefly identify three (3) notable EEO program strengths, and indicate what makes them noteworthy:
#1 (Most Significant): Leadership engagement in the EEO Program. The EEO Officer meets with the Deputy EEO Officer every other week. During the reporting period half the personnel in the EEO Office were either reassigned or left the command. SSC LANT leadership detailed personnel to assist the EEO Office and has since approved increased staffing levels for EEO Office. The increased staffing is noteworthy because it shows the command's commitment to the EEO Program. The EEO Officer has been very engaged in the Barrier Analysis effort at SSC LANT. He meets with the Barrier Analysis Champion every two weeks to obtain information on the progress of the barrier analysis and to provide direction. The SSC LANT EEO Office and the Command Deputy EEO Officer conducted "Barrier Analysis Leadership Training" which was provided to GS-15 and SES equivalent supervisors. The command has also staffed the Barrier Analysis Team with managers and supervisors and has ensured that all members of the team are allowed appropriate time to fulfill their duties on the barrier analysis team. These efforts are noteworthy because they show the extensive involvement and engagement by the EEO Officer at SSC LANT with the workforce in ensuring equal employment opportunity.

#2: Established and resourced Barrier Analysis Team (BAT) that consists of cross-functional Supervisors e.g. engineers, program managers, etc. & DEEOO serves as SME. The team was formally trained by the CDEEOO. The Barrier Analysis process is conducted as a project within an IPT. We utilized the below process:

1. Set up a resource team and provided training
2. Identified requirements based on MD-715 guidance
3. Developed a plan of action and milestone to accomplish requirements
4. Executed plan
5. Monitored and tracked deliverables
6. Completed and Submitted final product

#3: EEO Office engagement with the workforce. SSC LANT made significant engagement with the workforce. Several training sessions were conducted on EEO related topics. Over 120 supervisors were trained as Command Hiring Representatives (formally EEO representatives) to serve on selection panels. The employees were provided training on the command's Merit Promotion Plan and EEO responsibilities. Members of the EEO Office participated in the SSC LANT Leadership brown bag Series for supervisors. During the reporting period, a one-hour session on harassment and a one-hour session on reasonable accommodations were conducted. On average, 73 supervisors attended each brown bag session. SSC LANT EEO Office personnel provided EEO training during the Leadership Essential training for new supervisors. During the training, an overview of the model EEO program, complaints process, and reasonable accommodation was provided. Fifty-six supervisors attended the Leadership Essentials training. SSC LANT EEO Office personnel participated in New Employee Orientation training. Furthermore, the Deputy EEO Officer provided EEO training for employees and supervisors at the SSC LANT New Orleans site. Lastly, all EEO policies, brochures, and posters were provided to all employees at SSC LANT. All employees were provided information on the EEO complaint process and how to request reasonable accommodations.

Major Responsibility 1 - Workforce & Applicant Data Tables	Fully Populated?		Used the Correct Benchmark?	
	YES	NO	YES	NO

Were the following tables fully and accurately populated? (i.e. either manually, through data entry into EEOC table templates, or automatically, through use of equivalent tables generated from HRLink or other databases)

Do all tables use the most relevant benchmarks?

See <https://www.eeoc.gov/federal/directives/715instruct/section2.html>

6	A-1 - Total Workforce Distribution	X		X	
7	A-2 - Total Workforce by Component	X		X	
8	A-3 - Occupational Categories	X		X	
9	A-4 - General Schedule (GS) Grades	X		X	
10	A-5 - Wage Grades (WG)	X		X	
11	A-6 - Major Occupations	X		X	
12	A-7 - Applicants and Hires for Major Occupations		X		X
13	A-8 - New Hires	X		X	
14	A-9 - Internal Competitive Promotions	X		X	
15	A-10 - Non-Competitive Promotions	X		X	
16	A-11 - Internal Selections for Senior-Level Positions		X		X
17	A-12 - Career Development		X		X
18	A-13 - Employee Recognition & Awards	X		X	
19	A-14 - Separations	X		X	

20	B-1 - Total Workforce Distribution	x		x	
21	B-2 - Total Workforce by Component	x		x	
22	B-3 - Occupational Categories	x		x	
23	B-4 - General Schedule (GS) Grades	x		x	
24	B-5 - Wage Grades (WG)	x		x	
25	B-6 - Major Occupations	x			
26	B-7 - Applicants and Hires for Major Occupations		x		x
27	B-8 - New Hires	x		x	
28	B-9 - Internal Competitive Promotions		x		x
29	B-10 - Non-Competitive Promotions	x		x	
30	B-11 - Internal Selections for Senior-Level Positions		x		x
31	B-12 - Career Development		x		x
32	B-13 - Employee Recognition & Awards	x		x	
33	B-14 - Separations	x		x	

Major Responsibility 2 - Data Analysis		YES	NO
<p>The website https://www.eeoc.gov/federal/directives/715instruct/section2.html contains 76 questions considered by the EEOC to be the minimum starting point for effectively "Analyzing Employment Processes." Of those, the following 16 questions directly involve analysis of MD-715 table data.</p> <p>Was each of the following questions from that website addressed as part of your Data Analysis?</p>			
34	Recruitment Q4		x
35	Recruitment Q5		x
36	Hiring and Placement Q1	x	
37	Hiring and Placement Q2	x	
38	Hiring and Placement Q3	x	
39	Employee Development & Training Q3		x
40	Promotions and Other Internal Selections Q1	x	
41	Promotions and Other Internal Selections Q2	x	
42	Promotions and Other Internal Selections Q3	x	
43	Promotions and Other Internal Selections Q4	x	
44	Promotions and Other Internal Selections Q6		x
45	Promotions and Other Internal Selections Q7		x
46	Award Distribution Q2		x
47	Discipline Q2		x
48	Discipline Q3		x
49	Separations Q2	x	
50	If an analysis write-up is included, does it describe the most 5 significant triggers identified as a result of the MD-715 data table analysis?	x	
51	Were data-related triggers identified primarily by comparing workforce or applicant participation rates to their appropriate benchmarks?	x	

52	If an analysis write-up is included, does it focus succinctly on presenting its findings (i.e. significant triggers), without the production of unnecessary narrative, tables, or graphs?	x	
53	If an analysis write-up is included, does it describe any noteworthy significant triggers discovered through means <u>other than</u> analysis of MD-715 data tables, such as through review of complaints data, exit surveys, DEOCS or FEVS results, or other relevant sources?	x	

Major Responsibility 3 - Barrier Investigations		YES	NO
54	Did your command investigate low participation of IWTB (if it had actual low IWTB participation)?	x	
55	How many overall individual Part I Plans were planned last reporting period, for execution during this reporting period?	4	
56	Of the plans identified in Question 55, above, how many <u>total intermediate milestones</u> were planned? (Include the total from all relevant Part I plans)	4	
57	Of the total milestones identified in Question 56, above, how many were executed <i>as planned</i> (to full scope and on schedule)?	4	
58	<u>Timeliness</u> : Of the total milestones identified in Question 56, above, how many were executed, but <i>more than 1 month later than planned</i> ?	0	
59	<u>Completion</u> : Of the total milestones identified in Question 56, above, how many were <i>reduced in scope, cancelled, or were otherwise not executed fully</i> ?	0	

Major Responsibility 4 - Part G Self-Assessment Checklist		YES	NO
60	Were all questions in Part G answered with only a YES or NO (no blank or N/A answers)?	x	
61	Was every question with a NO answer explained either in the Part G Notes or in a Part H plan?	x	
62	How many NO answers were there in this year's report?	16	
63	How many of the NO answers in this year's report were also NO answers <u>in the previous report</u> (and were not corrected)?	4	
64	Are all NO answers in Part G <u>briefly</u> summarized after this Self-Evaluation Checklist?	x	
65	Were the answers to all Part G questions approved by leadership <u>as originally submitted by EEO</u> ? If any original NO answers were changed by leadership to YES answers, indicate NO here, and describe in the narrative which Part G questions were changed to YES answers, and why.	x	

Major Responsibility 5		YES	NO
Part H Plans to Correct the <u>Previous</u> FY's Part G Deficiencies		YES	NO
66	How many overall individual Part H Plans were planned last year for execution during the current reporting period?	3	
67	Of the plans identified in Question 66, above, how many <u>total intermediate milestones</u> were planned? (Include the total of all relevant Part H plans)	18	

68	Of the total milestones identified in Question 67, above, how many were executed <i>as planned</i> (to full scope and on schedule)?	18
69	Of the total milestones identified in Question 67, above, how many were executed fully, but <i>more than 1 month later than planned</i> ?	0
70	Of the total milestones identified in Question 67, above, how many were <i>reduced in scope, cancelled, or were otherwise not executed fully</i> ?	0
71	Are all <u>unresolved</u> NO answers <u>from the previous year's Part G</u> identified after this Checklist?	x

Major Responsibility 6 - Part J - Special Plan for IWTD		YES	NO
72	Did your command meet the 2% Federal Goal for participation of IWTD?		x
73	Are your IWTD trends such that you might meet the 2% Goal within the next 3 years?		x
74	Does your Part J (Special Plan for the Recruitment, Hiring, and Advancement of Individuals with <i>Targeted</i> Disabilities) focus specifically on Individuals with <u>Targeted</u> Disabilities (instead of on all types of disabilities)?		x

Major Responsibility 7 - Reporting		YES	NO
75	Were all final, signed deliverables associated with the current MD-715 reporting cycle submitted timely to DON OEEO?	x	
76	Were all deliverables associated with your current report submitted using the proper specified templates?	x	
77	Were all deliverables for your current report correctly named & uploaded to the MD-715 Portal site?	x	
78	Are the three (3) most notable program deficiencies prominently emphasized in the "Notable Program Challenges/Deficiencies/Weaknesses" section of this Checklist?	x	

As previously described, following this section, commands must:

1. Briefly address every negative response (NO answer) within this Self-Evaluation Checklist.
2. Complete the three items listed as parts of the abbreviated Trigger Data Analysis, including Table T (on the following page).
3. Briefly address every NO answer from Part G.

Negative Response Comments

Q4 and Q5- During the reporting period the SSC LANT EEO Office was not sufficiently staffed due to the departure of two EEO Specialists. The EEO Office was staffed by the DEEOO and one specialist. Hiring actions to replace the departed Specialists were delayed due to the mandated hiring freeze. SSC LANT has begun filling its vacant positions.

Q12 - The Department of the Navy (DON) Office of EEO did not provide commands with applicant flow data; therefore, the A-7 table was not able to be populated. A plan to address this

deficiency is outside the control of SPAWAR, as the DON EEO Office is the sole source for the required information.

Q16 - HR Link does not populate the A-11 (Internal Selections for Senior-Level Positions) table and that table was not created through other sources. EEO Offices will work with HR to determine if this information is available.

Q17 - Completed one mid-career level leadership development course. Actively pursuing resolution through identification of relevant training opportunities & coordination with training staff & HR Analytics to include required demographic data.

Q26 - The Department of the Navy (DON) Office of EEO did not provide commands with applicant flow data; therefore, the B-7 table was not able to be populated. A plan to address this deficiency is outside the control of SPAWAR, as the DON EEO Office is the sole source for the required information.

Q30 - HR Link does not populate the B-11 (Internal Selections for Senior-Level Positions) table and that table was not created through other sources. EEO Offices will work with HR to determine if this information is available.

Q31 - Completed one mid-career level leadership development course. Actively pursuing resolution through identification of relevant training opportunities & coordination with training staff & HR Analytics to include required demographic data.

Q39 - Data analysis of training opportunities by race/ethnicity, gender, and disability status was done. The data did not reveal a "balance across all parts of the workforce." An examination to determine why the disparities exist was not conducted.

Q72 and 73: IWTD participation remains well below the 2% goal.

Q74: Part J is not solely focused on IWTD, but instead addresses IWD and IWTD representation.

TABLE T - DIRECTIONS:

1. Complete the analyses of Tables A-1 through B-14 (following the EEOC Instructions) to identify all data-related triggers.
2. Compile other triggers identified through other sources (e.g. complaints, surveys, employee/leadership engagement, etc.).
3. Identify the 5 highest priority triggers, based on factors such as magnitude of deviation between actual conditions and expected benchmarks, data trends, perceived impact on the workforce, duration of the condition, and/or other drivers relevant to the command.
4. Prioritize the top 5 triggers. **In the table below, place the digits 1 through 5 (1 being the highest priority) in the cells corresponding to the column of the group and the row of the employment lifecycle area associated with each respective trigger.**

For example, if your highest priority trigger is low participation of Asian Males in internal selections into high grades is, place a "1" in the cell at the intersection of the "AM" column and the "Promotions and Other Internal Selections" row.

NOTE: Low participation in the *overall* workforce (e.g. Table A-1) is generally not sufficiently descriptive for purposes of identifying triggers. If a group has low participation in Tables A-1 or B-1, first determine whether the issue is related to low intake (hiring) or high outflow (separations) before identifying the issue as a trigger and/or prioritizing it within Table T (if deemed among the top 5 triggers).

Table T - Top 5 Most Significant Triggers

Employment Lifecycle Area Where Trigger is Present	HM	HF	WM	WF	BM	BF	AM	AF	NM	NF	IM	IF	2M	2F	IWD	IWTD
Recruitment																
Hiring and Placement																
Employee Development & Training																
Promotions and Other Internal Selections	5				2	3	4									1
Award Distribution																
Complaints																
Discipline																
Separations																

Acronym Key

HM	HF	WM	WF	BM	BF	AM	AF	NM	NF	IM	IF	2M	2F	IWD	IWTD
Hispanic Male	Hispanic Female	White Male	White Female	Black Male	Black Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian Male	American Indian	Two or More Races Male	Two or More Races Female	Individuals With Disabilities	Individuals With Targeted Disabilities

THIS PAGE LEFT BLANK INTENTIONAL

Part G – No Responses

The EEOC Management Directive 715 Instructions for Federal Agencies requires agencies to complete an annual Self-Assessment to guide each agency through each essential element of a model EEO Program. The DON EEO Office has modified the EEOC Self-Assessment Checklist and defined the requirements for positive and negative responses for several questions.

The DON Checklist, part G of this Report, is comprised of 67 required questions and three discretionary questions. The 2017 SSC LANT Self-Assessment Checklist answers "Yes" to 52 required questions and "No" to 15 required questions. Four plans, included in Part H of this report, have been produced to address EEO Program Deficiencies. Below are the questions and comments for each of the 15 "No" responses in the Part G.

Q10 – NO: During the reporting period not all supervisors were trained on their responsibilities under the procedures for reasonable accommodation. As stated above in question 2, supervisory EEO training is required once every three years. All supervisors were required to complete the DON EEO Training in 2016. TWMS data shows that 97.34% (804 out of 828) of SPAWAR supervisors completed the DON EEO Training in 2016. The DON EEO Training provided supervisors with information on what to do once a request is made and who to contact for assistance. During the reporting period SSC LANT provided 123 (33%) supervisors in-person training on the reasonable accommodation procedures. A Part H for this deficiency will not be created because SPAWAR supervisors are meeting the DON Office of Civilian Human Resources EEO training requirements.

Q27 – NO: DEEOO is under the supervision of the Director of Business Operations (2 levels below the component head)

Q28 – NO: DEEOO supervised by Director of Business Operations

Q40 – NO: Untimely RA processing affected by insufficient staffing and past processing practices that issued 1 year RAs; renewals more than doubled workload; (1) 24%, (2) total requests 42. A SSC LANT plan to eliminate this deficiency has been created (SSC LANT Part H-3 Plan (Reasonable Accommodation)).

Q41 – NO: A SSC LANT Plan to eliminate this deficiency has been created (SSC LANT Part H-4 Plan (EEO Action Plan Execution)).

Q42 – NO: A SSC LANT Plan to eliminate this deficiency has been created (SSC LANT Part H-4 Plan (EEO Action Plan Execution)).

Q43 – NO: A SSC LANT Plan to eliminate this deficiency has been created (SSC LANT Part H-4 Plan (EEO Action Plan Execution)).

Q49 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL performance standard to encapsulate EEOC's language. Will be deployed during the 2018 reporting period.

Q50 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL

performance standard to encapsulate EEOC's language. Will be deployed during the 2018 reporting period.

Q51 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL performance standard to encapsulate EEOC's language; will be deployed during the 2018 reporting period.

Q53 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL performance standard to encapsulate EEOC's language; will be deployed during the 2018 reporting period.

Q54 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL performance standard to encapsulate EEOC's language; will be deployed during the 2018 reporting period.

Q61 – NO: (1) One (employee elected commander directed investigation in lieu of EEO complaint) and (2) Substantiated sexual harassment, disciplinary action pending

Q62 – NO: FY17: 20 informal/counselings – 5 (25%) outside of the prescribed time frame. A Plan to eliminate this program deficiency has been developed (SSC LANT Part H-1 Plan (Complaints))

Q64 – NO: To date, two investigations were not completed within the prescribed time frame. A Plan to eliminate this program deficiency has been developed (SSC LANT Part H-1 Plan (Complaints))

This page left blank intentional

WORKFORCE ANALYSIS TABLE OF CONTENT

Contents

<u>Introduction</u>	25
<u>Total workforce population (A1)</u>	25-26
<u>Workforce by Occupational Categories (A3)</u>	26-27
<u>Workforce by Major Occupations (A6)</u>	28
<u>Workforce by Grade Level (A4)</u>	29-32
<u>New Hires (A8)</u>	32
<u>Separations (A14)</u>	34-35
<u>Internal Competitive Promotion</u>	36
<u>All Internal Promotions</u>	36
<u>Competitive Internal Promotions</u>	37
<u>Leadership Internal Promotions</u>	38
<u>Non-Competitive Promotions (A10)</u>	39
<u>Participation in Career Development</u>	39

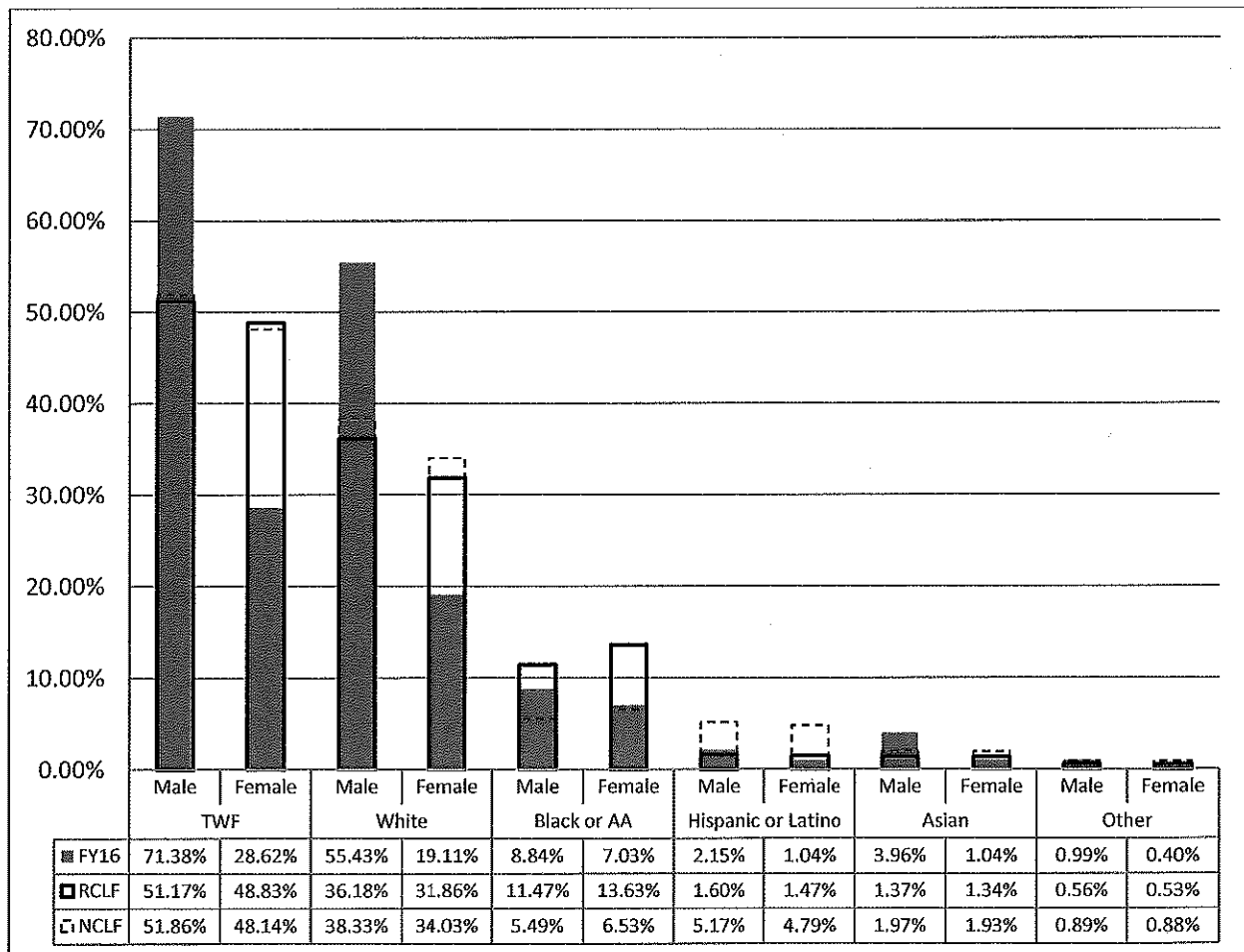
Introduction

Analysis of hiring "areas of consideration" led the team to consider the 2010 Census Bureau data of local states as the Relevant Civilian Labor Force (RCLF). State data includes LA, SC, VA, and DC. Unless otherwise stated, this is the RCLF. The team also recorded comparisons to the NCLF, but decisions were made based on the RCLF.

Analysis of participation rates was conducted across the Total WorkForce (TWF) and differing sub categories of the TWF such as across leadership positions. Analysis of the positions of leadership in the command indicated that the best indicator of leadership is the workforce includes all NM positions, ND-05 positions, and NO-06 positions.

Total workforce population (A1)

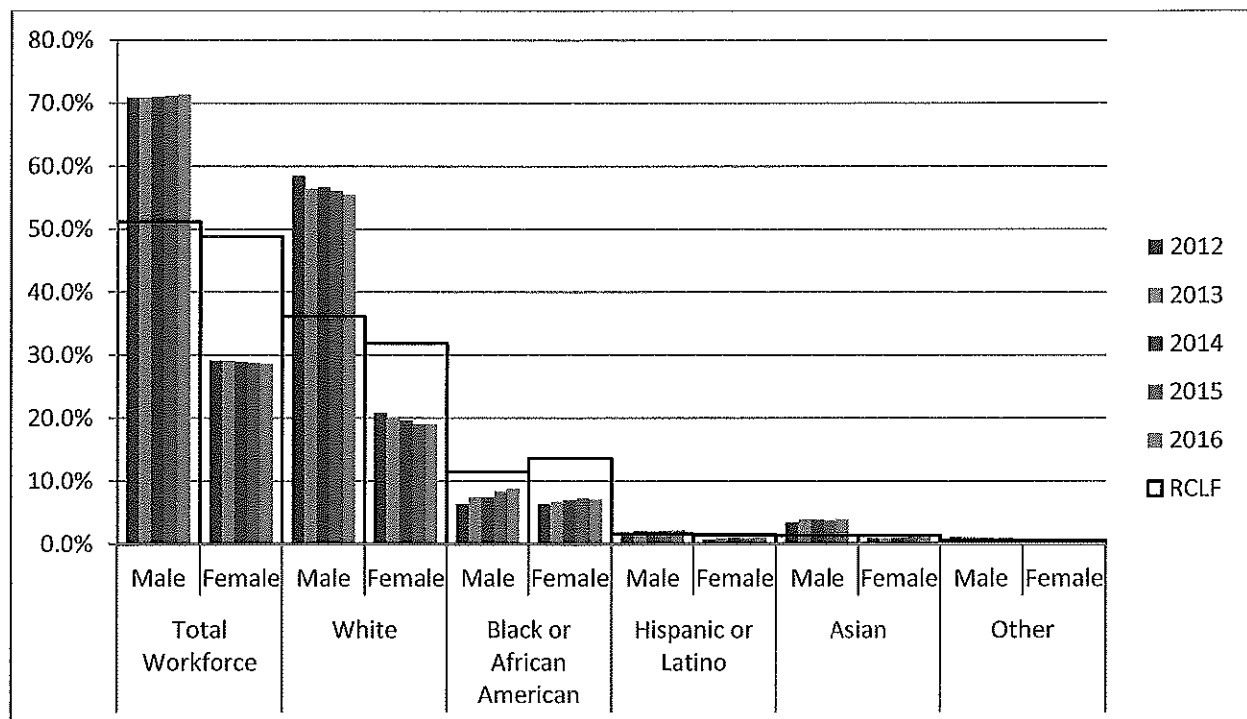
The total workforce population analysis included analysis of the SSC Atlantic A1 tables compared to the RCLF.



This table shows the FY16 participation across each Affinity Group compared to the NCLF and LCLF (2010 National Census Data), but doesn't take into account SSC LANTs specific occupational groups. Initial

assessment of participation rates compared to the NCLF indicated analysis of White Female and Hispanic Male and Female Affinity Groups.

Analysis of hiring areas of considerations indicated that a more relevant civilian labor force would be covered by analysis of the UIC state areas. This led to the RCLF and further analysis. Barrier analysis continued in those indicated areas and further details are in the associated 2017 Part I Accomplishments.



This workforce analysis continues with the noted RCLF. When looking across the last 5 years, the trend in shows little change in participation rates across the Affinity Groups. RCLF analysis still indicates low participation of White Female and also indicates possible low participation of black male and female.

Further analysis will look at SSC Atlantic participation rates in categories focused on SSC Atlantic employment categories.

Workforce by Occupational Categories (A3)

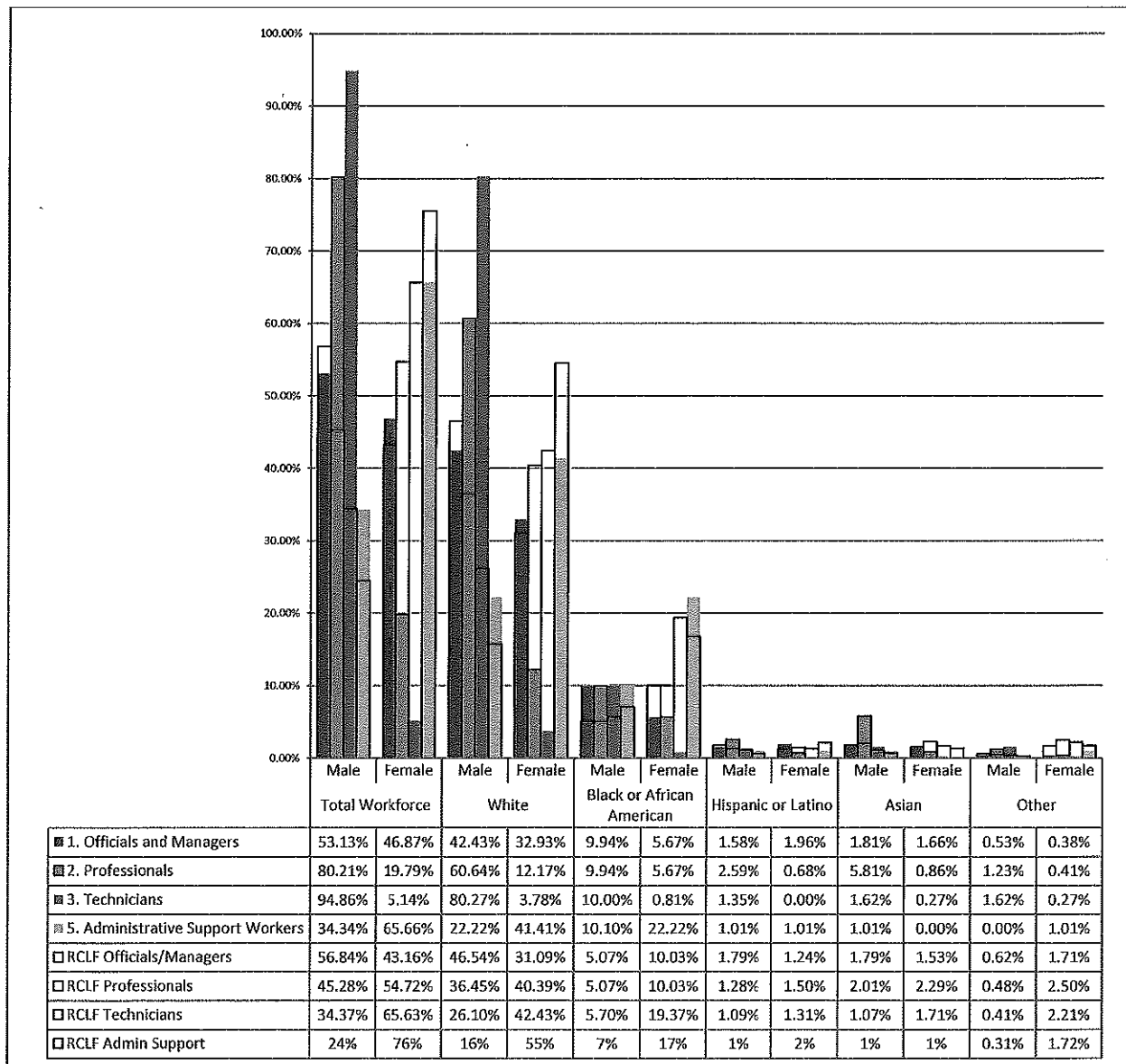
There are 9 Federal Occupational Categories. Each of these 9 categories aligns to multiple OPM Occupational Titles and each title aligns to SSC Atlantic's STRL OPM job series. Of the 9 categories, SSC Atlantic only has employees in 4 series, so this is only an analysis of those 4 aligning series.

The 4 series with the associated number of OPM occupations and the actual SSC ATLANTIC occupations are:

Federal OCC Series	# OPM OCC TITLE	# SSCLANT Occupations
--------------------	-----------------	-----------------------

Officials and Managers	98	26
Professionals	171	30
Technical Workers and Technologies	52	8
Administrative Support Workers	78	14

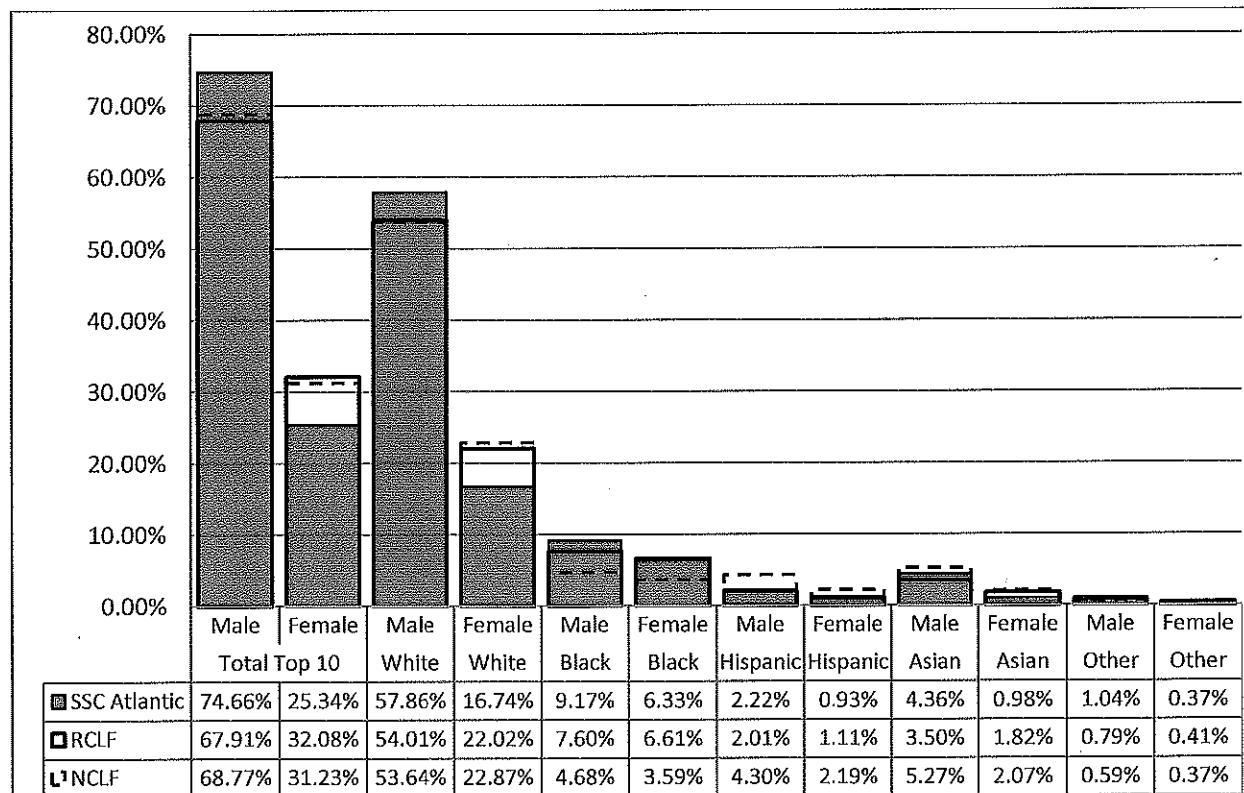
So of the possible occupations in Officials and Managers, SSC Atlantic only employees 26 of 98 Occupations or 26%. For Professionals it is 18%, Technical workers 15%, and 18 percent of the Administrative occupations titles. Therefore, alignment between SSC Atlantic workforce and the RCLF across the Federal OCC Series may have some inaccuracies.



The Federal OCC Series analysis shows potential areas of low participation of female across all except the Officials and Manager Series.

Workforce by Major Occupations (A6)

Top 10 Occupations are compiled with the bi-directional crosswalk between OPM Occupation Codes and CENSUS Occupation Codes. Top 10 Occupations include 2210, 0855, 1550, 0343, 0856, 0340, 0854, 0346, 1102, 0801. When the Crosswalk it applied bidirectional, it also includes 2299, 850, 0802, 0080, 0301, 0341, 1101, 1199, 1601, 1640, 1670, 1910, 2001,2191,2130,2150, 2003, 0840, 0899. Top 10 Major Occupations comprise 88% of the SSC Atlantic workforce.



This table shows the current participation of the SSC LANTS Major Occupations across each Affinity Group, compared to the RCLF. NCLF was included as another reference point but not used for detailed analysis.

This analysis narrows the view to relevant participation rates comparing SSC Atlantic's Major Occupations to the equivalent Census data. Participation rates still show the most significant difference within the White Female Affinity Group and possible low participation in the Asian Female Affinity Group.

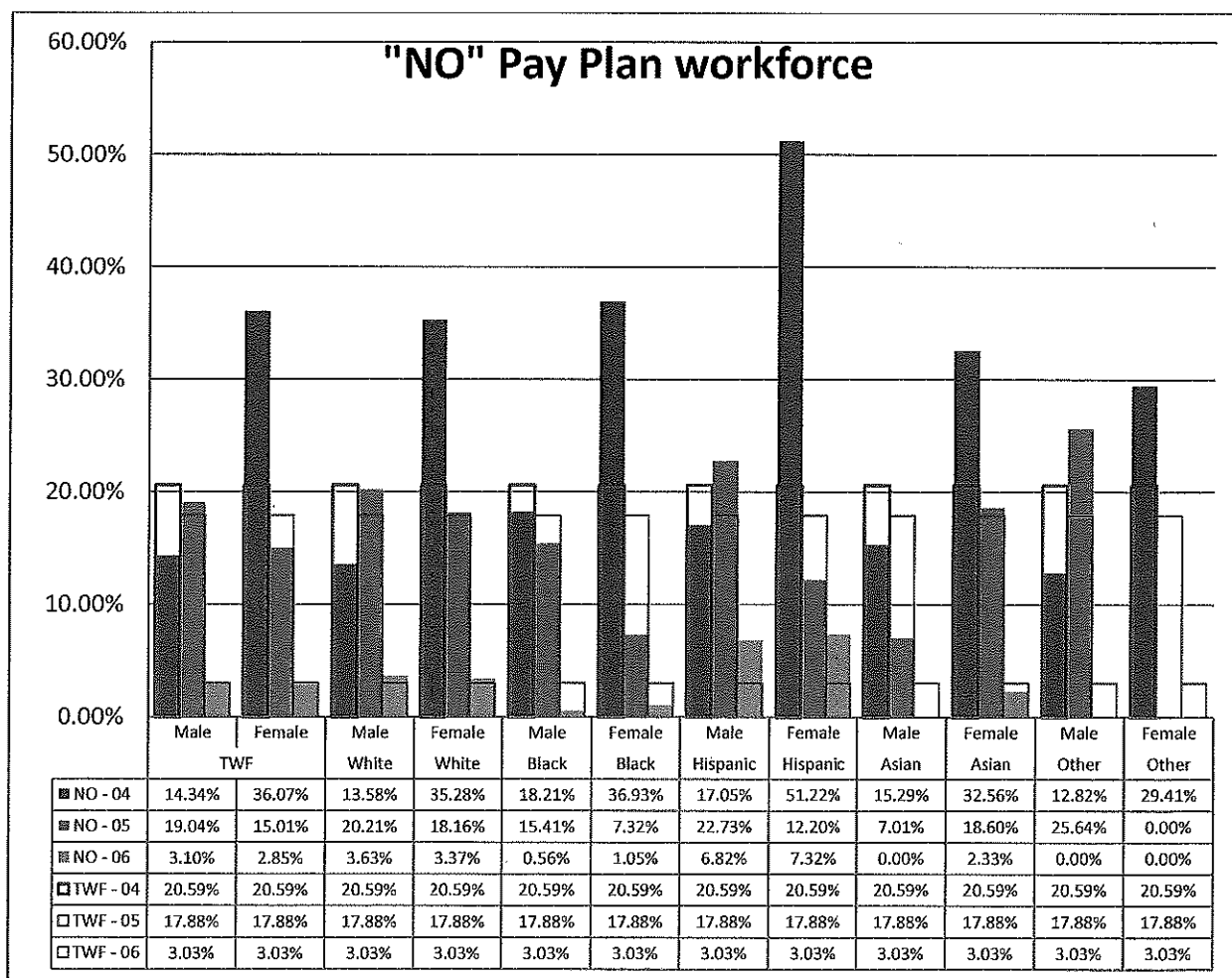
Further analysis of count shows that these Affinity Groups have potential low participation of 188 and 30 personnel respectively. Further analysis of the White Female Affinity Group is conducted in the associated 2017 Part I Accomplishments.

Workforce by Grade Level (A4)

Analysis of the workforce by Grade level compared the major STRL Grade levels across SSC Atlantic's major Pay Plans - NOs, NDs, and NMs. The Relevant Civilian Labor Force in this analysis is the Command total participation in each grade (in TWF) compared to the participation rate in each Affinity Group.

This table doesn't show if we have the right number of people in each Affinity Group, but with the current participation, are the Affinity Groups proportional across bands. For example, 27.58% of the TWF are ND-04s. Is 27.58% of the workforce in each Affinity Group ND-04s?

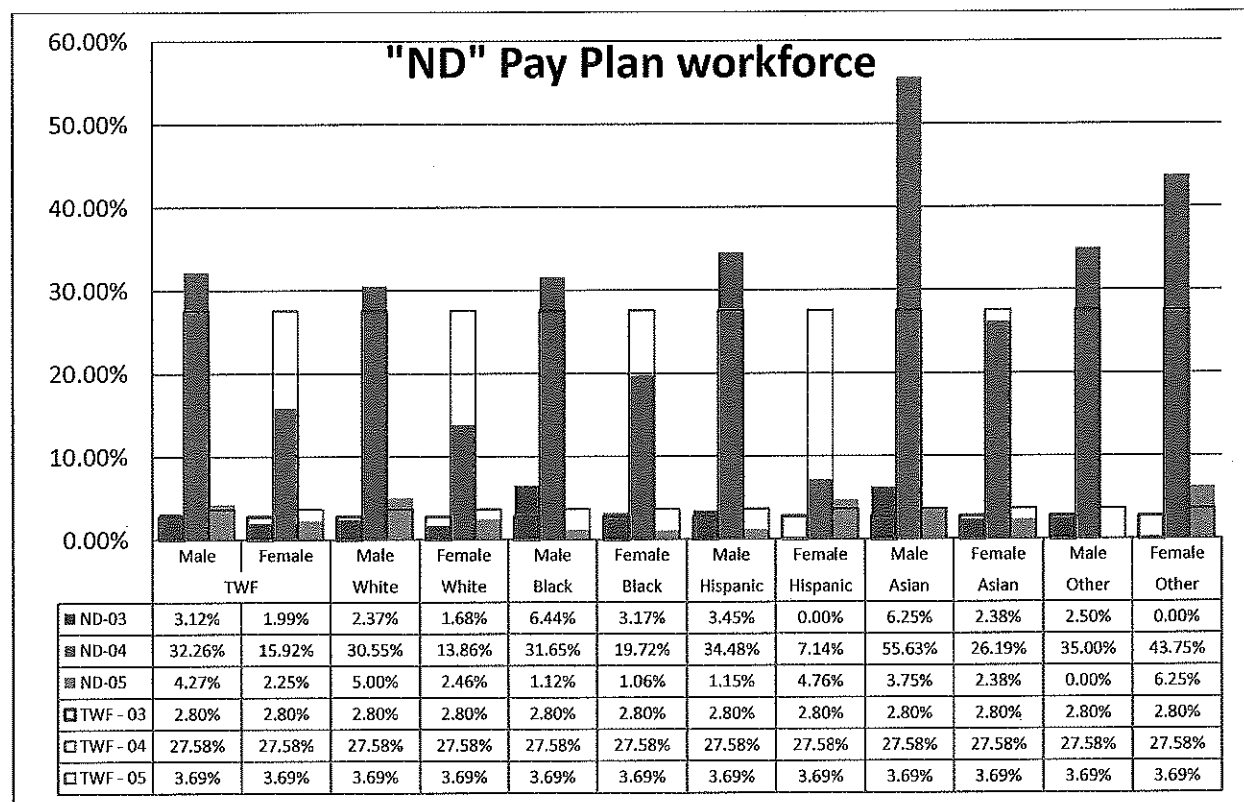
In this analysis, consideration is made to the NO-06, ND-05, and NM Pay Plans. These Pay Plans are primarily the command leadership and are the higher grade pay plans in the command reaching into the GS-14 and GS-15 pay plans.



Analysis of the NO Pay Plan shows many potentially low participation areas. NO-03s are primarily feeding into NO-04s and NO-04s are primarily feeding into NO-05s. The potential focus areas are low participation rates for NO-05s in the Black Male and Female Affinity Groups, and the Asian Male Affinity Group and Other Male and Female groups.

The Black Female Affinity Group has low participation in the NO-05 grade that feeds the NO-0^ grade, yet has high participation in the NO-04's that should be feeding into the NO-05 grade. Further analysis is needed to determine if there is a barrier for this group moving to NO-05 or NO-05.

Black Male Affinity Group has slightly lower participation in NO-04 and NO-05, but further analysis is needed to determine if there is a barrier for this group moving to NO-05.

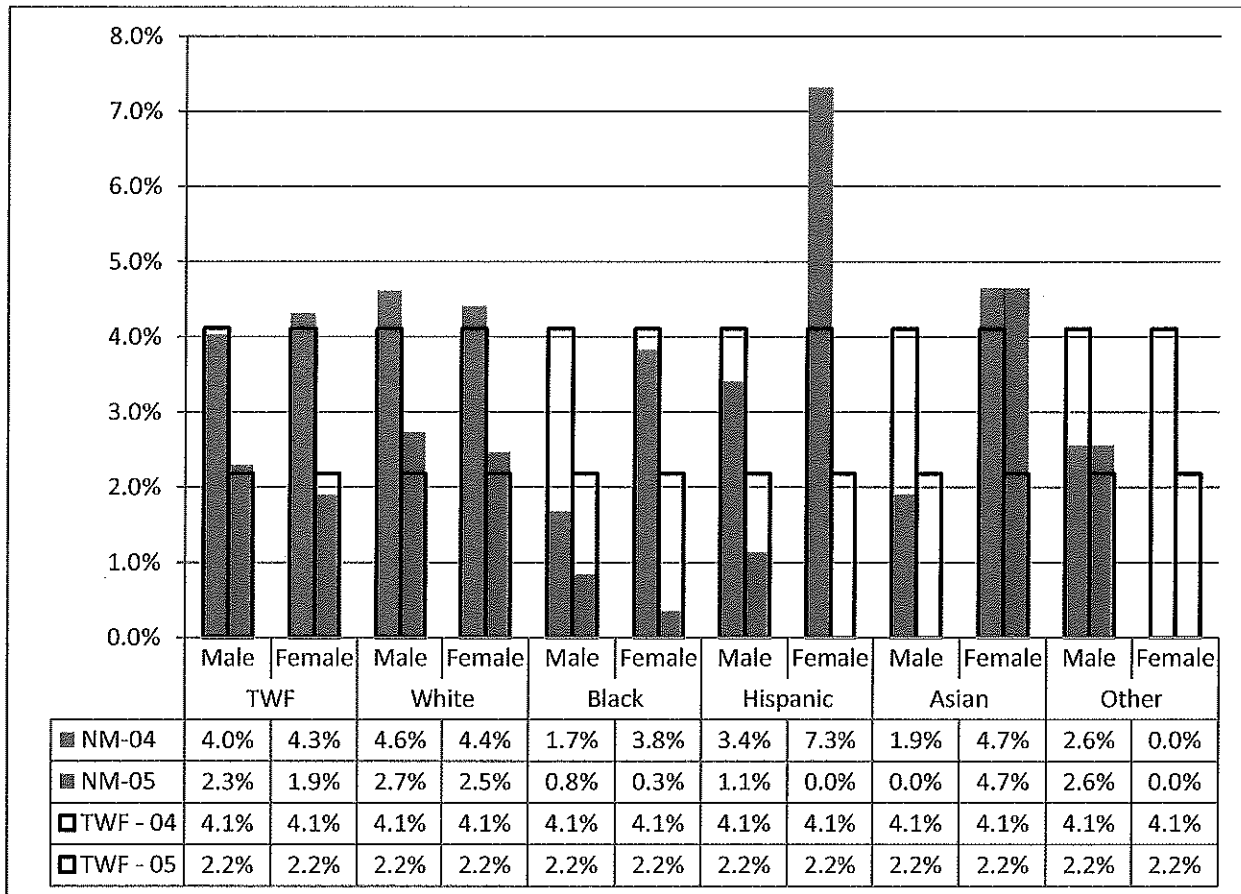


Analysis of the ND Pay Plan also shows potential areas of low participation. Potential focus areas in the ND-05 grade again include the Black Male and Female Affinity Groups. Other potential areas include the Other Male Affinity Group.

White Female are low across the whole pay plan and is already being considered in associated 2017 Part I Accomplishments.

The Black Male Affinity Group had high participation in the ND-04 feeder pay plan, yet low participation in the ND-05 grade. Further analysis is needed to see if there is a barrier to the ND-05 pay plan for the Black Male Affinity Group.

The Black Female Affinity Group has low participation in the ND-04 feeder pay plan and the ND-05 pay plan. ND-05 low participation may be because of low participation in the ND-04 feeder pay plan, but further analysis is needed to see if there is a barrier to these pay plans.



Analysis of the NM Pay Plan also shows potential areas of low participation. Potential focus areas in the NM-05 grade again include the Black Male and Female Affinity Groups. Other potential areas include the Hispanic Male and Female Affinity Groups, Asian Male and Other Female Affinity Groups.

The Black Male Affinity Group shows low participation across both NM Pay Plans. Low participation in the NM-04 may result in low participation in NM-05, but both pay plans will be looked at.

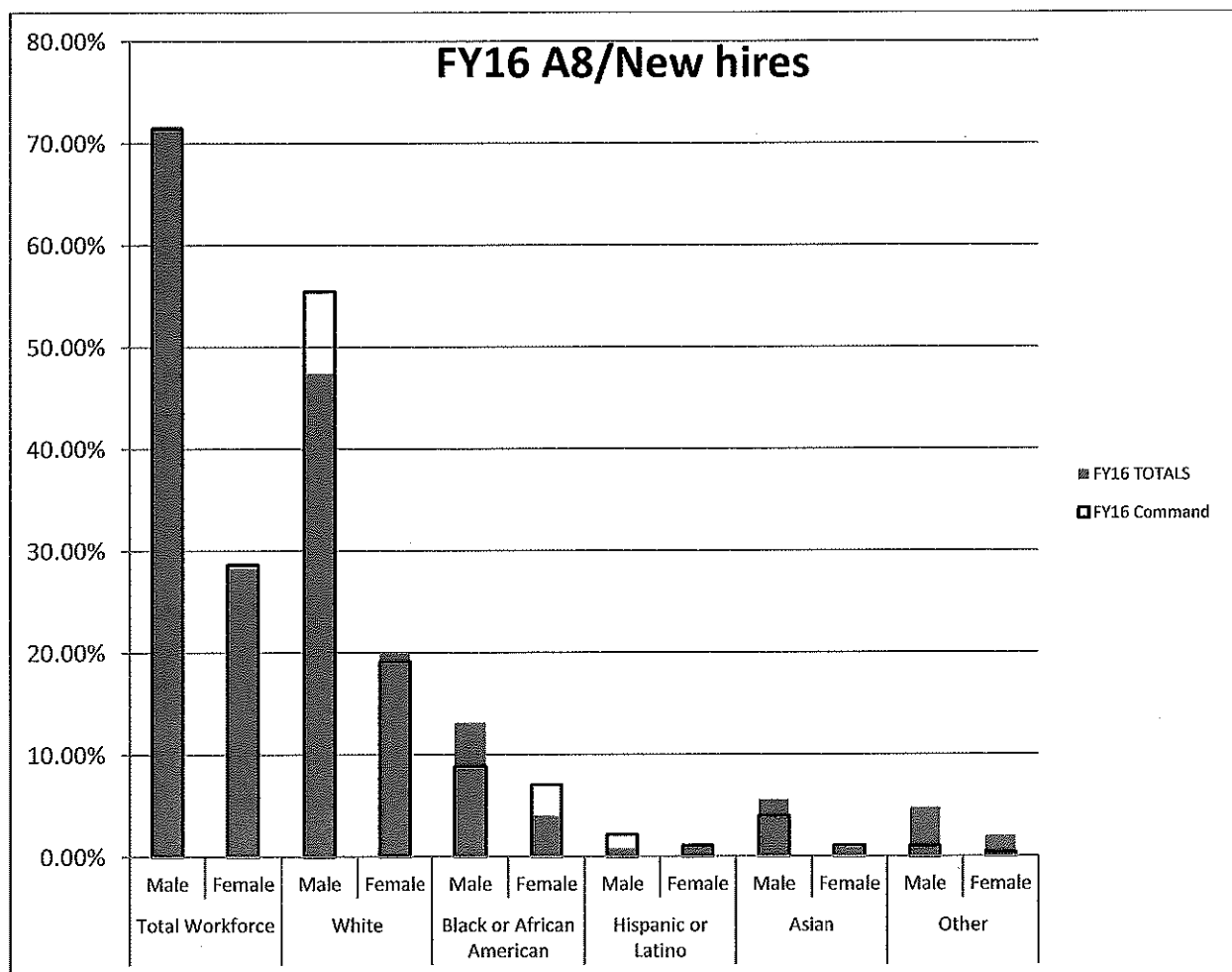
The Black Female Affinity Group shows only slightly low participation rates in the NM-04 Pay Plan, yet significant low participation in the NM-05 pay plan. Further analysis is needed to determine the cause and if there is a barrier to this affinity group.

The Hispanic Male and Female Affinity groups and the Asian Male Affinity Group show low participation in the NM-05 pay plan, but with the low overall participation rate of these affinity groups, a change of just one person in each pay plan would account for low participation.

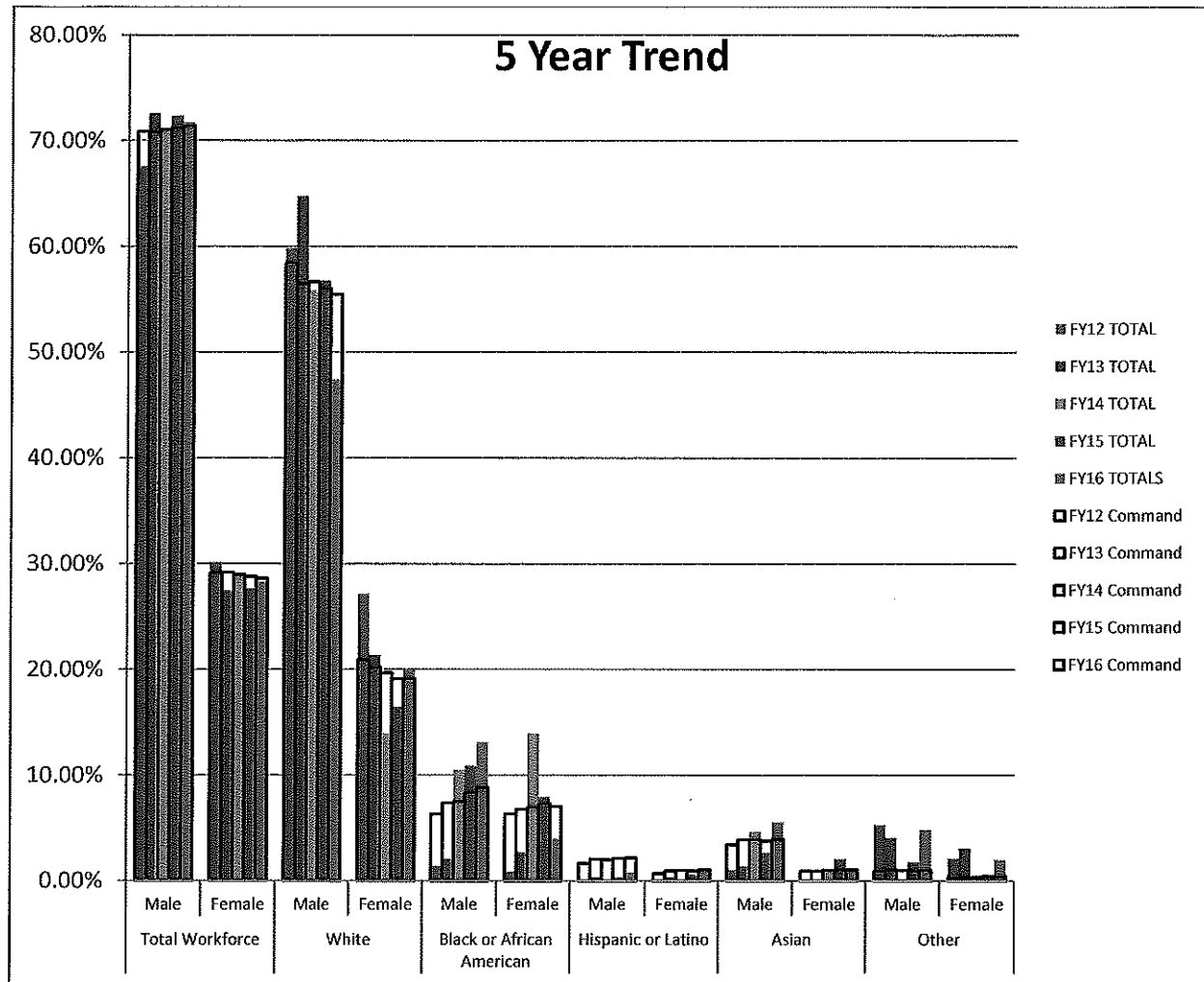
Low participation in Pay Plans is being investigated in more detail to determine if there is a barrier to minorities in higher grade positions. Detailed investigation will include looking at applicant pools specific to these positions to determine if there is a barrier in selections or in applying, or somewhere between.

New Hires (A8)

FY16 A8 shows new hire participation in each Affinity Group compared to the current command distribution of Affinity Groups. This shows low participation in Affinity Groups which could impact future participation rates of those groups across the command.



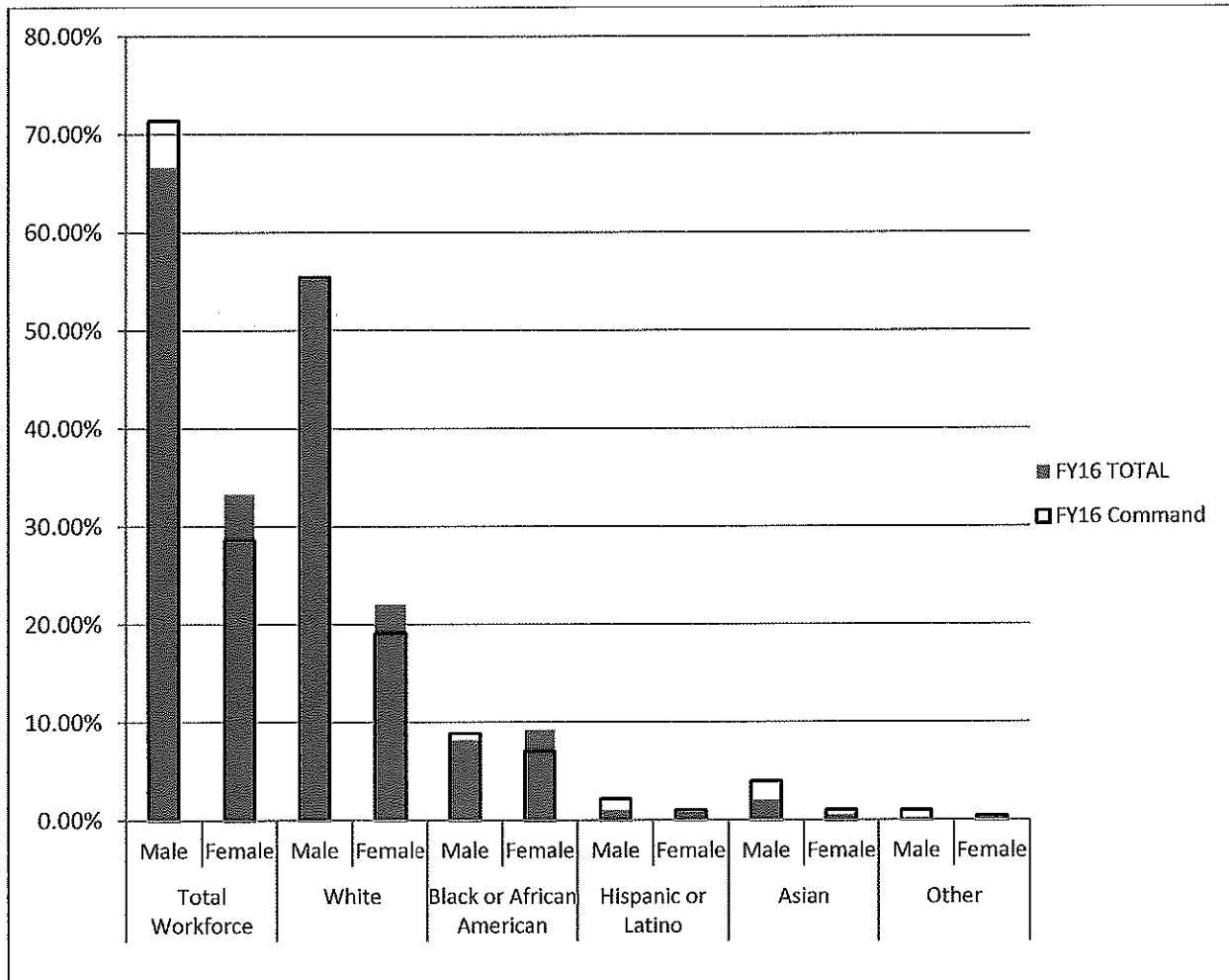
The FY16 chart shows areas to watch, but a 5 year trend analysis may show more about effects or trends.



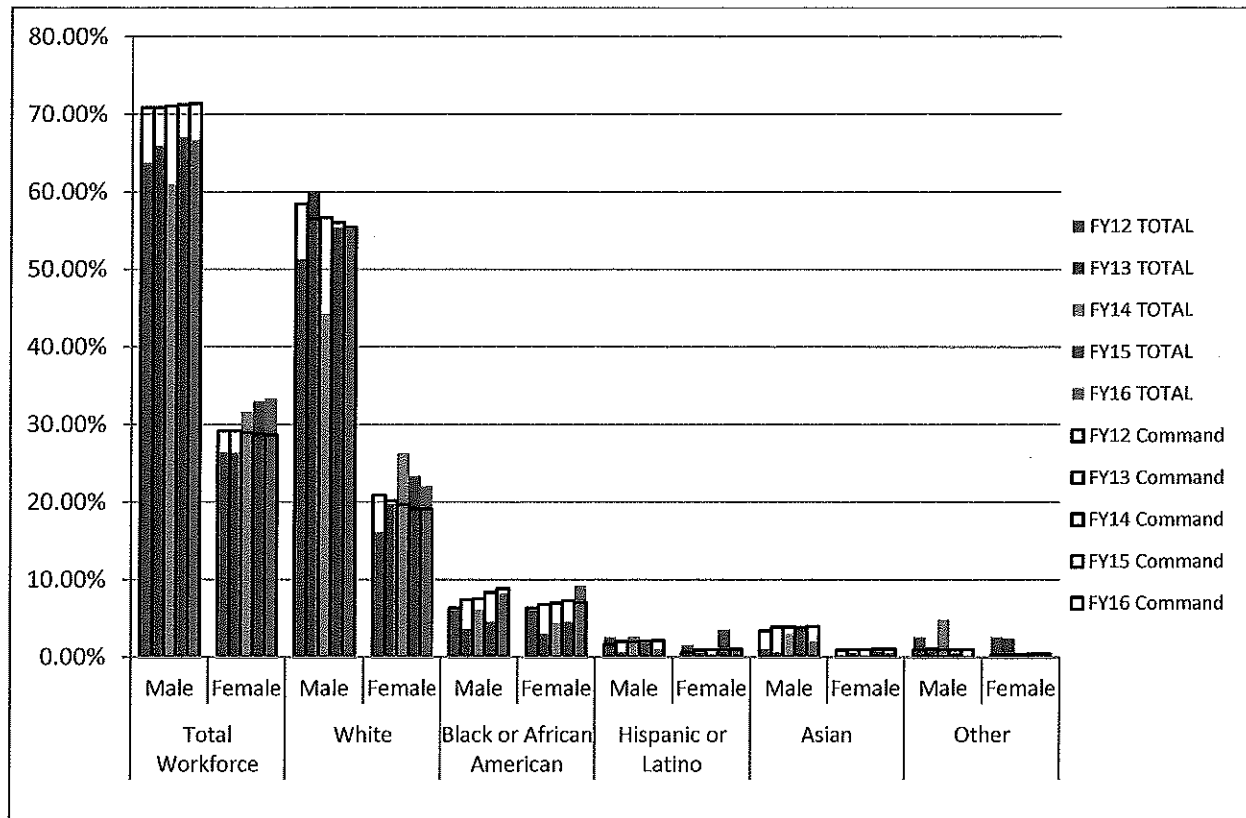
The 5 year trend for new hires was then looked at in comparison to the relevant years command participation rates. This indicates repeated years of lower than expected new hires for the Hispanic Affinity groups, but the total participation rate of those affinity groups remains fairly stable and aligns to the RCLF. This could be due to the slightly lowering participation rates of the White Male and Female Affinity Groups.

Separations (A14)

In addition to the impact of new hires, separations can impact the overall participation rates of an Affinity Group. Both the FY16 separations and the 5 year trend of separations were looked at in comparison to the command participation rates.



For this analysis, an Affinity Group with lower separations rates than the command participation rate will be effectively growing (fewer separations than expected) FY16 analysis shows White and Black Female Affinity Groups having slightly higher separations than participation rates.

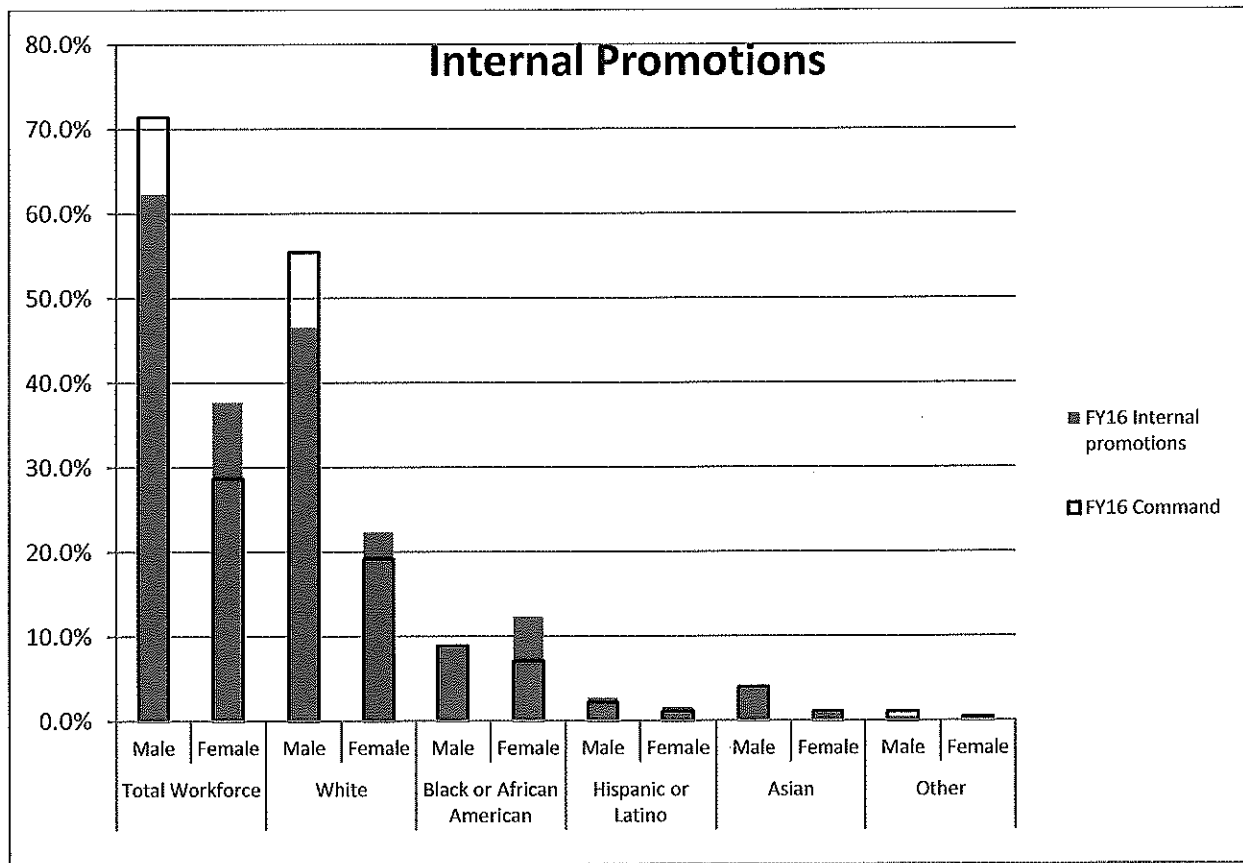


The 5 year trend indicates the last three years have had higher than expected separations for the White Female Affinity Group. Further analysis of the White Female Affinity Group is conducted in the associated 2017 Part I Accomplishments.

Internal Competitive Promotion

All Internal Promotions

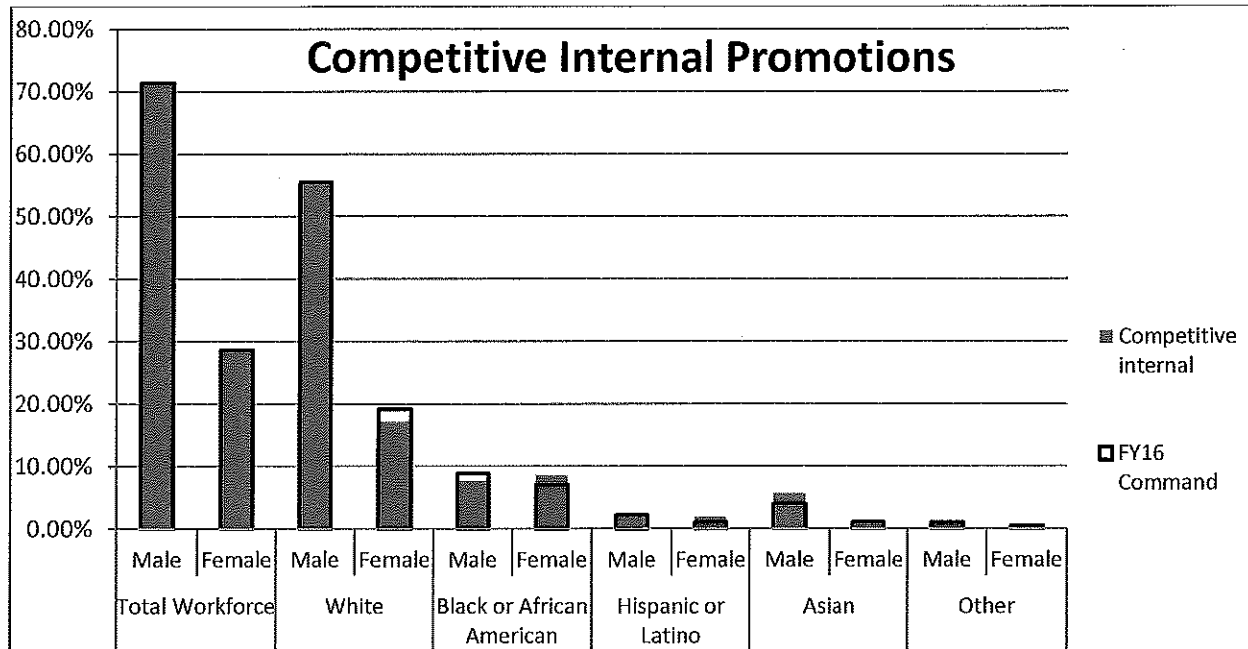
The Internal promotions analysis include all Internal Processed Actions with an NOA "Promotion" 702 or NOA "Promotion NTE" 703. The data and participation was compared to the TWF participation rates.



The analysis of 260 internal promotions shows a low participation rate in promotions of Total Men, White Men, and other Men. All other Affinity Groups have a comparable or higher rate of promotions.

Competitive Internal Promotions

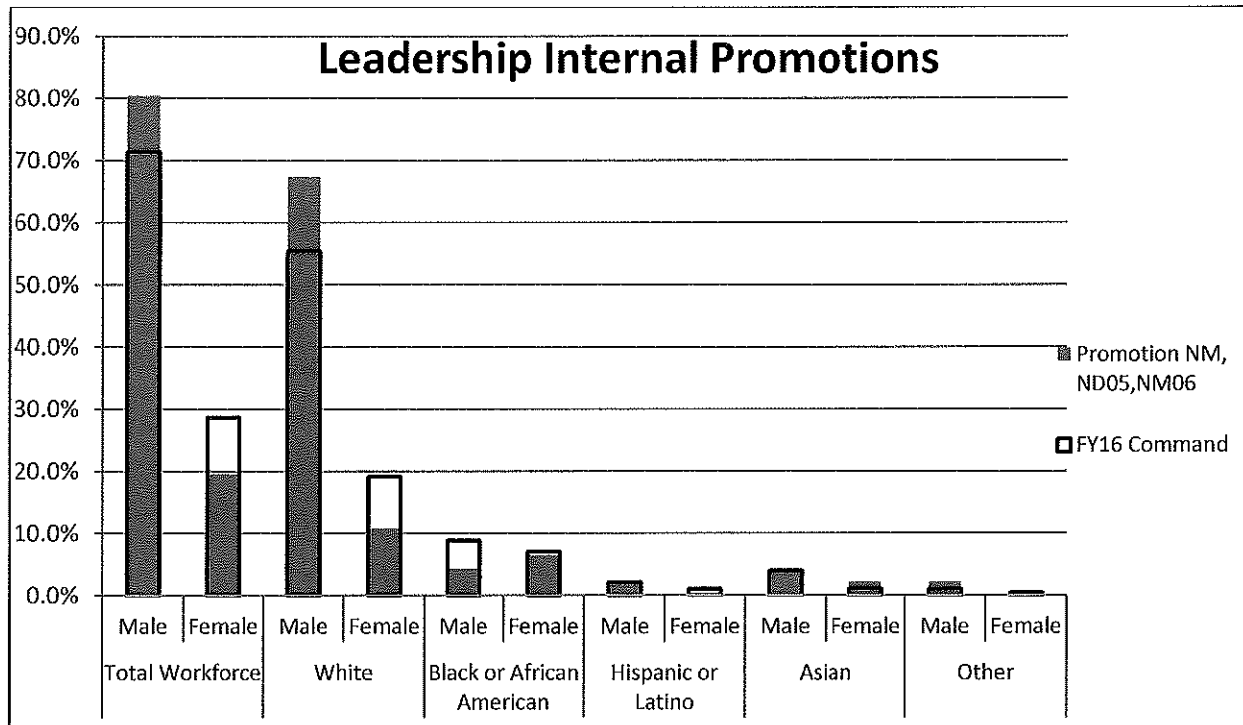
When looking at Competitive Internal Promotions, analysis included all internal processed actions with NOA 702 and Legal Authority Reg 335.102 Comp.



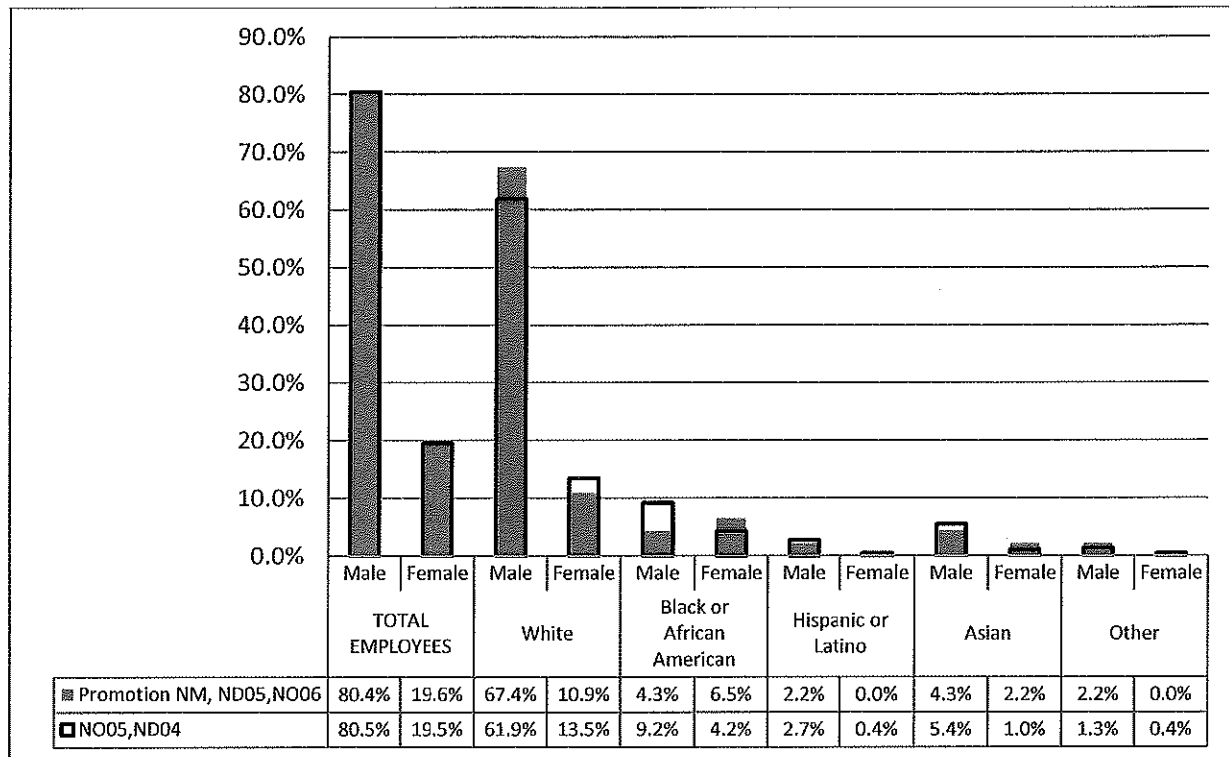
The Internal Competitive Promotions analysis, of 105 promotions, shows slight low participation in White Women and Black Men. When you look at count, the low participation equates to 2 White Women and 1 Black Man.

Leadership Internal Promotions

Because of the analysis of Workforce by Grade Level (A4) (low participation specific to leadership positions) an additional look was made at leadership positions. The first analysis is comparison of participation rates of promotions compared to the current command participation rates in the Leadership grades.



The analysis of 46 high grade internal promotions (NMs, ND-05 and ND-06) shows low participation of Women and Black Men compared to the current participation rates in the TWF. Assessed by count, low participation equates to about 4 white women and 2 black men. Other affinities are less than one person.



The Leadership Promotion Participation Rates compared to the Feeder pay plans shows a potential for low participation in the White Female and Black Male Affinity Groups. Looking at count, one White Female and 2 Black Male would address these low rates in the 37 internal promotions.

Non-Competitive Promotions (A10)

Data received, analysis not completed.

Participation in Career Development

Mid-Career Leadership Development course under review, data received analysis not completed.

For all career development (leadership programs) determine who is in the eligible population, how many people applied, how many were referred out of the competency process (if applicable), who was considered at the command level, and who was selected or referred to HQ (where applicable), please forward the raw data to me for inclusion in our analysis. This data can also help in accomplishing one of the Part G requirements and one of the 2017 Part H plans).

This page left blank intentional

**SSC LANT
EEO Program Status Report**

**FY 2017
Part F**

**Certification of Establishing of
Continuing EEO Program**

This page left blank intentional

EEOC FORM 715-01 PART F	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
--	---

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Capt Scott Heller am the
 (Insert name above) (Insert official
 title/series/grade above)

Principal EEO Director/Official for Space and Naval Warfare Systems Center Atlantic
 (Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

[Signature]
 (b)(6)

Signature of Principal EEO Director/Official
 Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

2/6/18
 Date

[Signature]

Signature of Agency Head or Agency Head Designee

[Signature]
 Date

SSC LANT
EEO Program Status Report

FY 2017
Part G
Self-Assessment Checklist

This page left blank intentional

SSC LANT 2017 Self-Assessment Checklist (Part G)				
Questions			YES	NO
1	Is there sufficient budget allocated to permit <u>all employees</u> to utilize, when desired, <u>all EEO programs</u> (e.g. complaint processing, ADR, reasonable accommodation, and all other EEO programs). If YES, identify in the Notes the approximate annual budget for all EEO programs for the past year. Do not include funding for non-EEO functions, such as Diversity & Inclusion.		X	
2	Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees? If YES, in the Notes, identify (1) how often such training is required and (2) approximately how much funding is allocated annually to fulfill this requirement.		X	
3	Can you positively identify all supervisors and managers of civilian employees, <u>including all military personnel</u> who are supervisors of civilian employees? If the answer is NO, then you must answer NO to all questions in this Part G that relate to compliance with supervisor-specific requirements (since compliance can't be measured if you cannot positively identify all supervisors and managers). The specifically related questions include Q4, Q5, Q7, Q10, and Q48 through Q55, inclusive. If YES, identify in the Notes (1) the total number of civilian supervisors and managers and (2) the total number of military supervisors and managers (of civilians).		X	
4	Is there sufficient funding to train all managers and supervisors and provide periodic up-dates on their EEO responsibilities? If Q3 is answered with a NO, then the answer to this question must also be a NO (since compliance cannot be evaluated if all managers and supervisors cannot be identified). If YES, in the Notes, identify (1) how often the periodic updates are provided and (2) approximately how much funding is necessary annually to fulfill this requirement.		X	
5	Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis? If YES, in the Notes, include how (i.e. paper copy, website (if so, include link), etc.). If Q3 is answered with a NO, then the answer to this question must also be a NO (since compliance cannot be evaluated if all managers and supervisors cannot be identified).		X	
6	Are new employees provided a copy of the EEO policy statement during orientation? If YES, in the Notes, include how (i.e. paper copy, website (if so, include link), etc.).		X	
7	When employees are promoted into the supervisory ranks, and military personnel are newly assigned as supervisors of civilians, are they provided a copy of the EEO policy statement? If Q3 is answered with a NO, then the answer to this question must also be a NO (since compliance cannot be evaluated if all managers and supervisors cannot be identified). If "Yes", in the Notes, include how (i.e. paper copy, website (if so, include link), etc.).		X	
8	Has the component made <u>written</u> materials available <u>to all employees and applicants</u> , informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them? If YES, upload an electronic copy of those written materials to your command-specific section of the DON OEEO MD-715 Portal. If information is provided electronically (e.g. via website), answer NO.		X	
9	Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? If YES, describe in the Notes how all employees were informed about the penalties for unacceptable behavior (i.e. paper copy, website (if so, include link), etc.).		X	

Questions		YES	NO
10	Have managers and supervisors been trained on their responsibilities under the procedures for reasonable accommodation? Regardless of YES or NO, in the Notes, state (1) the overall number of managers/supervisors and (2) the number of managers/supervisors who are so trained. Write "Unknown" in the notes for either/both figures, if unknown. <u>If either number is unknown, or less than 80 percent of managers/supervisors are so trained, then answer NO.</u> If Q3 is answered with a NO, then the answer to this question must also be a NO (since managers and supervisors cannot be evaluated if they cannot be identified).		X
11	Are sufficient <u>personnel</u> resources allocated to maintain an effective complaint processing system?	X	
12	Are sufficient <u>overall</u> resources provided for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)? If the answer to Q8 is NO, also answer NO to this question.	X	
13	Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)? If YES, indicate in the Notes the approximate amount of such funding spent in the past year.	X	
14	<u>Is there sufficient funding</u> to ensure the prominent posting of written materials in all personnel and EEO offices?	X	
15	Has the component prominently posted such written materials in all personnel offices, EEO offices, AND on the component's internal website? If YES, in the Notes, include the website link.	X	
16	Is there a designated command official or other mechanism in place <u>to coordinate or assist with processing requests</u> for disability accommodations? If YES, indicate the name of the official and/or mechanism(s) in the Notes.	X	
17	Is there a mechanism <u>for funding supplies, equipment and services</u> necessary to provide disability accommodations? If YES, indicate the mechanism(s) in the Notes.	X	
18	Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees? If YES, in the Notes, include how (i.e. paper copy, website (if so, include link), etc.).	X	
19	Do the EEO leaders below the agency level (e.g. CDEEOs, DEEOs, etc.) have the authority and funding to ensure implementation of command or activity-level EEO action plans to improve EEO program efficiency?	X	
20	Are there sufficient <u>budget</u> resources to conduct a thorough barrier analysis of the workforce (including applicants)?	X	
21	Are sufficient <u>personnel</u> resources allocated to the EEO Program to ensure that self-assessments and self-analyses prescribed by DON and EEOC MD-715 are conducted annually?	X	
22	Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?	X	
23	Is the statutory/regulatory EEO-related Special Emphasis Program (SEP) <u>Federal Women's Program</u> (FWP) sufficiently staffed? Identify in the Notes whether this is a full-time or collateral position.	X	
24	Is the statutory/regulatory EEO-related Special Emphasis Program (SEP) <u>Hispanic Employment Program</u> (HEP) sufficiently staffed? Identify in the Notes whether this is a full-time or collateral position.	X	

Questions		YES	NO
25	Are the statutory/regulatory EEO-related Special Emphasis Programs (SEPs) <u>Individuals With Disabilities (IWD) Program</u> and Selective Placement Program (SPP) for IWD sufficiently staffed? Identify in the Notes whether these are a full-time or collateral positions. NOTE: The SPP is an HR program, not an EEO program, so staffing info for SPP should come from HR to be reported here.	X	
26	Are other DoD-mandated special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles? In the Notes, identify each of the other programs that are being monitored.	X	
27	Is the subordinate component EEO leader (e.g. CDEEOO) under the <u>immediate supervision</u> of their respective subordinate component head official? If NO, indicate in the Notes who does supervise them.		X
28	Does the major command's Command Deputy EEO Officer have authority over Deputy EEO Officers and EEO programs within their subordinate reporting components?		X
29	Do EEO leaders below the agency level (e.g. CDEEOOs, DEEOOs, etc.) have direct, unfettered access to their respective lower level component head officials (i.e. without having to go through intermediaries or having intermediaries present during discussions on EEO matters between the component EEO leader and the component head official)?	X	
30	Are there organizational charts that clearly define the reporting structure for EEO programs (specifically between major commands and their respective lower-level subordinate activities)? If YES, provide an electronic copy of your relevant Org Chart to the DON ODEO AEP, via email.	X	
31	Do EEO leaders below the agency level (e.g. CDEEOOs, DEEOOs, etc.) have a regular and effective means of informing <u>the component head and other top management officials</u> of the effectiveness, efficiency and legal compliance of the component's EEO program? In the Notes, indicate approximately how many times in the past year the CDEEOO or lower level EEO lead has met with their respective component head official for purposes of discussing the EEO program.	X	
32	Are regular EEO updates provided to management/supervisory officials by EEO program officials? If updates are irregular/ad hoc, answer NO. If YES, identify in the Notes the interval frequency (monthly/quarterly/semi-annually) and the date of the last update	X	
33	Are EEO program officials present <u>during deliberations</u> prior to <u>decisions</u> regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?	X	
34	Are EEO leaders below the agency level (e.g. CDEEOOs, DEEOOs, etc. included in <u>strategic planning</u> , especially the human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the command/subordinate activity's strategic mission?	X	
35	Do commands and subordinate activities consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?	X	
36	Following the submission of the immediately preceding command MD-715 report, did the EEO lead present to the head of the component and other senior officials the "State of the Component" briefing covering the EEO report? If yes, indicate in the Notes the date of the brief. For FY17 and beyond, the briefing must cover an assessment of the results of the mandatory Self Evaluation Checklist included in the Part E Executive Summary.	X	
37	Do senior managers meet with and assist EEO Program representatives in the identification of barriers that may be impeding the realization of equal employment opportunity? If "Yes", in the Notes, list the date when this was last accomplished.	X	

Questions		YES	NO
38	Are significant trends in complaint processing identified and monitored to determine whether obligations are being met under Title VII and the Rehabilitation Act?	x	
39	Are disability accommodation decisions/actions reviewed to ensure compliance with written procedures and analyze the information tracked for trends, problems, etc.?	x	
40	Are 90% of reasonable accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation? Regardless of answer, indicate, in the Notes: (1) the actual percentage and (2) the total number of reasonable accommodation requests within the reporting period.		x
41	When barriers are identified, do senior managers develop and implement, with the assistance of EEO representatives, Action Plans to eliminate said barriers? If "Yes", in the Notes, list the date when this was last accomplished.		x
42	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into strategic plans? If "Yes", in the Notes, list the date when this was last accomplished.		x
43	Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate managers to include Counsel, Human Resource Officials, Finance, and Information Officers?		x
44	Are management/personnel policies, procedures and practices examined <u>at regular intervals</u> to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? If YES, indicate in the Notes the regular interval (e.g. annually, semi-annually, etc.) AND provide the dates of the last TWO (2) such examinations.	x	
45	Was the EEO Policy Statement issued within 9 months of the installation of the current EEO? If current EEO has been assigned less than 9 months, and the new Policy Statement has not been issued yet, answer based on the previous EEO's installation. In the Notes, write the installation date and date initial Policy Statement was issued.	x	
46	During the current EEO's tenure, has the EEO policy Statement been re-issued annually? If current EEO has been assigned less than 1 year since the initial Policy Statement was issued, answer YES. Regardless of answer, indicate in the Notes the dates the last two Policy Statements were issued.	x	
47	Are managers and supervisors, <u>including military supervisors of civilians</u> , evaluated on their commitment to resolve problems/disagreements and other conflicts in their respective work environments as they arise? If Q3 is answered with a NO, then the answer to this question must also be a NO (since managers and supervisors cannot be evaluated if they cannot be identified).	x	
48	Are managers and supervisors, <u>including military supervisors of civilians</u> , evaluated on their commitment to address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace? If Q3 is answered with a NO, then the answer to this question must also be a NO (since managers and supervisors cannot be evaluated if they cannot be identified).	x	
49	Are managers and supervisors, <u>including military supervisors of civilians</u> , evaluated on their commitment to support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities? If Q3 is answered with a NO, then the answer to this question must also be a NO (since managers and supervisors cannot be evaluated if they cannot be identified).		x

Questions		YES	NO
50	Are managers and supervisors, <u>including military supervisors of civilians</u> , evaluated on their commitment to ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.? If Q3 is answered with a NO, then the answer to this question must also be a NO (since managers and supervisors cannot be evaluated if they cannot be identified).		X
51	Are managers and supervisors, <u>including military supervisors of civilians</u> , evaluated on their commitment to ensure a workplace that is free from all forms of discrimination, harassment and retaliation? If Q3 is answered with a NO, then the answer to this question must also be a NO (since managers and supervisors cannot be evaluated if they cannot be identified).		X
52	Are managers and supervisors, <u>including military supervisors of civilians</u> , evaluated on their commitment to ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? If Q3 is answered with a NO, then the answer to this question must also be a NO (since managers and supervisors cannot be evaluated if they cannot be identified).	X	
53	Are managers and supervisors, <u>including military supervisors of civilians</u> , evaluated on their commitment to ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship? If Q3 is answered with a NO, then the answer to this question must also be a NO (since managers and supervisors cannot be evaluated if they cannot be identified).		X
54	Are managers and supervisors, <u>including military supervisors of civilians</u> , evaluated on their commitment to ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship? If Q3 is answered with a NO, then the answer to this question must also be a NO (since managers and supervisors cannot be evaluated if they cannot be identified).		X
55	Are all employees encouraged to use ADR?	X	
56	Is the participation of supervisors and managers in the ADR process required?	X	
57	During ADR, does the responsible management official directly involved in the dispute have settlement authority?	X	
58	Complete Table G-1, then answer the following: Does the agency monitor and ensure that <u>new</u> , counselors, including contract and collateral duty counselors, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?	X	
59	Complete Table G-1, then answer the following: Does the agency monitor and ensure that <u>experienced</u> counselors, including contract and collateral duty counselors, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?	X	
60	Does the command enforce the timely updating of iComplaints, specifically the updating of complaint status milestones in the system within 48 hours of every complaint action?	X	
61	Is the following statement correct?: "No employees or managers/supervisors have been found to have discriminated within the past two years." If incorrect, answer NO and cite in the Notes (1) the number who did discriminate and (2) list the penalty and disciplinary action for each type of violation. If correct (i.e. no discrimination occurred), answer YES.	X	

Questions		YES	NO
62	Is EEO counseling provided within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days? Include statistics for counseling conducted by other units for your command, and vice versa.		x
63	Is an aggrieved person provided with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?	x	
64	Are investigations completed within the applicable prescribed time frame? Include timeliness statistics of any investigations accomplished by your unit for other units, and vice versa.		x
65	If you contracted for counseling and/or investigation, or have other DON entities perform either service, do you hold them accountable for delays in processing? If you (1) do have contractors (or use others) and (2) do hold them accountable, describe in the Notes how. If you do not use contractors, answer YES, and indicate in the Notes "N/A - Contractors not used".	x	
66	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	x	
67	Is the EEO Program aware of all DON facilities to which civilian DON employees require access AND whether or not all of those facilities are in compliance with the Uniform Federal Accessibility Standards? Only answer YES if both are known. If YES, indicate (1) the total number of facilities and (2) the total number that meet UFA standards.		x

The following three questions are discretionary, and do not require any narrative to address NO answers. These questions cover new requirements that will be formally introduced in the FY2018 reporting period as a result of new disability-related rules.

Questions		YES	NO
68	Does the command provide a notice, in accessible formats, that explains employees' rights under Section 508 of the Rehabilitation Act of 1973 and the Architectural Barriers Act of 1968, and provides instructions on how to file complaints alleging violations of the accessibility requirements under the two statutes?		x
69	Is there a designated command POC to whom physical accessibility issues can be raised and addressed? If YES, identify the POC by name in the Notes.	x	
70	Is there a designated command POC to whom electronic and information technology accessibility issues can be raised or addressed? If YES, identify the POC by name in the Notes.	x	

Notes for Part G Questions

In this section, provide:

1. Amplifying information, as specified by individual Part G questions. Note that additional information is most often required to support YES answers.
2. Narrative to briefly address each NO answer that is not covered by a separate resolution plan in Part H. For those NO answers that are covered by a Part H plan, reference the plan number in these notes. For each NO answer, briefly describe the issue and the plan to resolve it prior to the next reporting period.

Format each response to first indicate the Question Number, the answer (YES or NO), followed by the required narrative response.

Q1 – YES: EEO funding is centralized at the Corporate Ops level and EEO program is supported on priority basis. e.g. training, TDYs, special emphasis events, supplies, equipment, etc.

Q2 – YES: Annual training requirement; see response for Q1 on funding.

Q3 – YES: (1) 271 civilian supervisors/managers (2) 1 military supervisor/manager of civilians

Q4 – YES: Annual training requirements e.g. new supervisor, quarterly brown bag, newcomers, upon request; see response for Q1 on funding.

Q5 – YES: <https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Addressing+Misconduct> and link to is provided to the SECNAVINST 12752.1A, DON Schedule of Offenses and Recommended Remedies (<https://wiki.spawar.navy.mil/confluence/display/HQ/8.0.4+Equal+Employment+Opportunity+%28EEO%29+Office?preview=/34703799/144771550/Schedule%20of%20Offenses%20and%20Recommended%20Remedies%20-%20Discrimination.pdf>) which details the penalties for a finding of discrimination.

Q6 – YES: Paper copy.

Q7 – YES: Paper copy and addressed during quarterly supervisory training.

Q8 – Yes: EEO pamphlets are provided during all training forums and to newcomers. Hard copy visual aids are prominently posted in all areas trafficked areas. Applicants apply via USA Jobs making hard copy documents obsolete.

Q9 – YES: provided electronically @ <https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Addressing+Misconduct>

Q10 – NO: During the reporting period not all supervisors were trained on their responsibilities under the procedures for reasonable accommodation. As stated above in question 2, supervisory EEO training is required once every three years. All supervisors were required to complete the DON EEO Training in 2016. TWMS data shows that 97.34% (804 out of 828) of

SPAWAR supervisors completed the DON EEO Training in 2016. The DON EEO Training provided supervisors with information on what to do once a request is made and who to contact for assistance. During the reporting period SSC LANT provided 123 (33%) supervisors in-person training on the reasonable accommodation procedures. A Part H for this deficiency will not be created because SPAWAR supervisors are meeting the DON Office of Civilian Human Resources EEO training requirements.

Q11 – YES: 2 FT counselors, 2 vacant--hiring in progress; and 2 1-yr detail employees

Q12 – YES: See Q11

Q13 – YES: see response for Q1 on funding

Q14 – YES: see response for Q1 on funding

Q15 – YES: <https://blog.spawar.navy.mil/atlanticnews/>

Q16 – YES: Bridget Lanier, DEEOO

Q17 – YES: CAP is primary source; see response for Q1 on funding.

Q18 – YES: See Q4 & Q10

Q19 – YES: See response for Q1 on funding.

Q22 – YES: 2 FT counselors, 2 vacant--hiring in progress; and 2 1-yr detail employees

Q23 – YES: Collateral

Q24 – YES: Collateral

Q25 – YES: DPM currently vacant—hiring in progress; SPP collateral HR function

Q26 – YES: Native American/Alaskan Native Employment Program, Asian/Pacific Islander Employment Program and the Black Employment Program.

Q27 – NO: DEEOO is under the supervision of the Director of Business Operations (2 levels below the component head)

Q28 – NO: DEEOO supervised by Director of Business Operations

Q31 – YES: Every 3rd Thursday of the month a/o November 2016 since new DEEOO on boarded in October; approximately 10 meetings in past year.

Q32 – YES: Weekly EEO Activity Reports are provided to immediate leadership. Appropriate information from Weekly Report is provided for the Weekly Status Meeting attended by Tier I and II supervisors. All WSM briefs are posted to the Leadership Information page for all managers and supervisors.

Q33 – YES: DEEOO is a member of the 8.0 Workforce Optimization Strategic Steering Committee that's responsible for Goal 4 – "Employ, develop, and retain a credentialed and diverse workforce, building technical leadership."

Q34 – YES: See Q33

Q36 – YES: 2 March 17

Q37 – YES: The Barrier Analysis Team that consists of all supervisors meet bi-weekly; 20 Jul 17

Q40 – NO: Untimely RA processing affected by insufficient staffing and past processing practices that issued 1 year RAs; renewals more than doubled workload; (1) 24%, (2) total requests 42. A SSC LANT plan to eliminate this deficiency has been created (SSC LANT Part H-3 Plan (Reasonable Accommodation)).

Q41 – NO: A SSC LANT Plan to eliminate this deficiency has been created (SSC LANT Part H-4 Plan (EEO Action Plan Execution)).

Q42 – NO: A SSC LANT Plan to eliminate this deficiency has been created (SSC LANT Part H-4 Plan (EEO Action Plan Execution)).

Q43 – NO: NO: A SSC LANT Plan to eliminate this deficiency has been created (SSC LANT Part H-4 Plan (EEO Action Plan Execution)).

Q44 – YES: Annually, pursuant to MD-715 Part I execution 8 Feb 2017

Q45 – YES: Current EEOO installed July 2015; issued Policy Statement 31 Jul 2015

Q46 – YES: Annual update in coord for 31 Jul 17; was not updated in 2016

Q49 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL performance standard to encapsulate EEOC's language. Will be deployed during the 2018 reporting period.

Q50 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL performance standard to encapsulate EEOC's language. Will be deployed during the 2018 reporting period.

Q51 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL performance standard to encapsulate EEOC's language; will be deployed during the 2018 reporting period.

Q53 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL performance standard to encapsulate EEOC's language; will be deployed during the 2018 reporting period.

Q54 – NO: Managers and supervisors were not evaluated on the element described. No Part H will be developed for this deficiency. Per HQ, they are changing the APS and STRL performance standard to encapsulate EEOC's language; will be deployed during the 2018 reporting period.

Q61 – NO: (1) One (employee elected commander directed investigation in lieu of EEO complaint) and (2) Substantiated sexual harassment, disciplinary action pending

Q62 – NO: FY17: 20 informal/counselings – 5 (25%) outside of the prescribed time frame. A Plan to eliminate this program deficiency has been developed (SSC LANT Part H-1 Plan (Complaints))

Q64 – NO: To date, two investigations were not completed within the prescribed time frame. A Plan to eliminate this program deficiency has been developed (SSC LANT Part H-1 Plan (Complaints))

Q65 – YES: N/A – Contractors not used

Q69 – Yes: (b)(6), Facilities Director, 843-218-(b)(6)

Q70 – Yes: (b)(6), IT Management Competency Lead, 843-218-(b)(6)

**SSC LANT
EEO Program Status Report**

**FY 2017
Parts H1-H3
Plans to Correct Identified
Deficiencies
Accomplishments**

§§1EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		2017 PLAN H-1 (Complaints)
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	During the 2016 reporting period, investigations of SSC Atlantic discrimination complaints were not completed within the applicable prescribed time frames. (Essential Element E: Efficiency – Measure #86 and #88 of the Part G Form).	
OBJECTIVES:	<p>Complaints Processing</p> <p><u>Pre-Complaint Processing:</u> Ensure that, at a minimum, 90% of pre-complaints are processed within regulatory time frames.</p> <p><u>Formal Complaint Processing:</u> At a minimum, ensure that:</p> <ul style="list-style-type: none"> • 90% of Counselor's Reports are submitted within 7 days of the filing of a formal complaint, • 90% of Acceptance and Dismissal Letters are issued within 30 days of the filing of a formal complaint, • Requests for investigations are made within 30 days of the filing of the formal complaint, and • Investigations are completed within regulatory timeframes. 	
RESPONSIBLE OFFICIAL:	SSC LANT Deputy EEO Officer (DEEOO), EEO Specialists, Human Resources Directors, Human Resources (HR) Specialists, Managers and Supervisors.	
DATE OBJECTIVE	1 December 2016	

TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 June 2017		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)	
1. The SSC Atlantic DEEOO will conduct monthly reviews of the iComplaints database and will disseminate the results to CDEEOO. SSC Atlantic DEEOO will make the required updates/changes within one week of identifying the required updates/changes to CDEEOO.		30 November 2016 through 30 June 2017	
2. SSC Atlantic DEEOO will conduct weekly reviews of the iComplaint Database and update appropriately.		Weekly December 2016 through 30 June 2017	
3. The SSC Atlantic DEEOO and EEO Specialist will participate in complaints processing training intended to improve efficiency and compliance with DON processing timeframes. DEEOO will ensure that all EEO Specialists with complaints processing responsibilities attend the training.		30 June 2017	
4. SSC Atlantic will review the 462 report quarterly and input will be provided to CDEEOO to include in the Complaints Efficiency Scorecard that will be issued on a quarterly basis.		1 February 2017 1 May 2017 1 August 2017 1 November 2017	
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONS TO OBJECTIVE:			
Repeated discrepancies for FY17; Insufficient staffing levels in the EEO Office significantly impacted operational readiness. Currently gained two detail employees for 1 year and in the processing of hiring two FTEs.			

§1EEOC FORM 715-01 PART H		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		2017 PLAN H-2 (Review of Policies, Procedures, and Practices)	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	During the 2016 reporting period, reviews of the Merit Promotion Program Policy and Procedures, Employee Recognition Awards Program and Procedures, and Employee Development/Training Programs for systemic barriers that may impede full participation were not executed. (Essential Element C: Management and Program Accountability - Measure #36-38 of the Part G Form).		
OBJECTIVES:	Execute reviews of the Merit Promotion Program Policy and Procedures and the Employee Development/Training Programs for systemic barriers. Due to limited resources a review of Employee Recognition Awards Program and Procedures will be executed in 2018.		
RESPONSIBLE OFFICIAL:	SSC LANT EEO Officer (DEEOO), EEO Specialists, Human Resources (HR) Director/ Specialists, Managers and Supervisors.		
DATE OBJECTIVE INITIATED:	1 January 2017		
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 June 2017		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:			TARGET DATE (Must be specific)
1. SSC Atlantic will establish Policy, Procedures, and Practices Working Groups, if they have not already done so, to review the Merit Promotion Program Policy (or equivalent) and Procedures and the Employee Development/Training Programs for systemic barriers that may impede full participation for all employees.			1 February 2017

2. The Working Group will review their command's Merit Promotion Program (or equivalent) Policy, Procedures, and practices for systemic barriers that may impede full participation for all employees. At the end of the review the working group will develop a report detailing how they conducted their reviews, what was reviewed, any issues identified, and any recommendations or conclusions. SSC Atlantic will submit a report to the CDEEOO.	1 February 2017 through 15 April 2017
3. The Working Group will execute a review their command's Employee Development/Training Programs for systemic barriers that may impede full participation for all employees. At the end of the review the working groups will develop a report detailing how they conducted their reviews, what was reviewed, any issues identified, and any recommendations or conclusions. The report will be submitted to the CDEEOO.	15 April 2017 through 30 June 2017
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONSTO OBJECTIVE:	
<p>1. Completed. SSC Atlantic SPAWAR Systems Center (SSC) Atlantic (LANT) used their Barrier Analysis Team to conduct reviews of the command's Merit Promotion Program and the Employee Development/Training Program's policy, procedures, and practices.</p> <p>2. Completed. SSC LANT conducted a review and subsequently wrote a new Civilian Merit Promotion Plan (SSC LANT Instruction 12330.3). The instruction established policy for the formation, function, and execution of recruitment procedures to include selection and interview panels, reference checks, and interview protocols. The instruction applies to all vacant positions filled using competitive merit procedures.</p> <p>3. Incomplete. SSC Atlantic did not complete the reviews of the Employee Development/Training Programs for systematic barriers. This will carry over into FY 18.</p>	<p>1 Dec 2016</p> <p>30 May 2017</p>

§1EEOC FORM 715-01 PART H		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		Reporting Period 2017 PLAN H-3 (Reasonable Accommodations)	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	During the 2016 reporting period, SSC Atlantic reasonable accommodations were not processed within the timeframes in the DON procedures. (Essential Element E: Efficiency - Measure #79 of the Part G Form).		
OBJECTIVES:	Ensure that, at a minimum, 90% of decisions to either provide a reasonable accommodation or engage in the expanded job search are made within 30 calendar days, excluding time required to obtain medical documentation.		
RESPONSIBLE OFFICIAL:	SSC LANT Deputy EEO Officer (DEEEO), EEO Specialists, Human Resources (HR) Specialists, Managers and Supervisors.		
DATE OBJECTIVE INITIATED:	1 December 2016		
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 June 2017		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)	
1. SSC Atlantic will conduct quarterly reviews of reasonable accommodation processing information. The DEEEO will forward the results of those reviews to appropriate SPAWAR EEO officials requesting updates/changes. SSC Atlantic EEO personnel will be required to make the requested updates/changes.		30 November 2016 through 30 June 2017	

2. DEEOO will conduct weekly reviews of the reasonable accommodation requests to ensure proper processing.	Weekly: 1 December 2016 through 30 June 2017
3. The SPAWARSYSCOM CDEEOO will conduct reasonable accommodation training with SSC Atlantic which is intended to improve efficiency and compliance with DON processing timeframes. DEEOO will ensure that all EEO Specialists with reasonable accommodation processing responsibilities attend the training.	30 June 2017
4. A Complaints Efficiency Scorecard will be issued to each Echelon III Command Commanding Officer on a quarterly basis.	1 February 2017 1 May 2017 1 August 2017 1 November 2017
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONSTO OBJECTIVE:	
<p>1. Incomplete: Repeated discrepancies for FY17 RA timely processing; Insufficient staffing levels in the EEO Office significantly impacted operational readiness.</p> <p>2. Partially Complete: Due to resourcing issues, weekly reviews were not conducted. A review was not conducted after the first quarter due to the impending release of the Navy Electronic Accommodation Tracker (NEAT). The Department of the Navy (DON) EEO Office launched NEAT in January 2017. In order to prevent double work (i.e. completing the SPAWAR reasonable accommodation tracking spreadsheet and NEAT) the CDEEOO did not require SSC LANT to submit the SPAWAR reasonable accommodation tracking sheet after the first quarter to allow SSC LANT EEO Specialist time to enter data into NEAT. SSC LANT entered NEAT data after the second and third quarter. Issues were identified and guidance was provided.</p> <p>3. Partially Complete: SSC Atlantic did not participate in all Reasonable Accommodation training via Defense Collaboration Services (DCS); attended 1/17/2017, 2/14/2017, 2/21/2017, 4/18/2017, 5/2/2017, 5/9/2017, 5/23/2017, and 6/27/2017.</p>	

This page left blank intentional

**SSC LANT
EEO Program Status Report**

**FY 2018
Parts H1-H3**

**EEO Plans to Correct Identified
Deficiencies**

§1EEOC FORM 715-01 PART H		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		2018 PLAN H-1 (Review of Policies, Procedures, and Practices)	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	During the 2017 reporting period, management/personnel policies, practices, and procedures were not completely reviewed at SSC Atlantic. (Measure #44 of the DON Part G Form).		
OBJECTIVES:	Develop plans to execute reviews of management/personnel policies, practices and procedures for systemic barriers and begin executing plan.		
RESPONSIBLE OFFICIAL:	SSC Atlantic Deputy EEO Officer (DEEOO), EEO Specialists, Human Resource Director, Deputy EEO Officer (DEEOO), EEO Specialists, Human Resources (HR) Specialists, Managers, Supervisors and Barrier Analysis Team (BAT).		
DATE OBJECTIVE INITIATED:	1 December 2017		
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 June 2018		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)	
1. SSC LANT EEO and BAT will develop a list of all management/personnel policies, practices, and procedures to review and develop a schedule to accomplish reviews.		8 December 2017	
2. SSC LANT EEO and BAT will develop plans of actions and milestones (POAM) for all reviews that will be conducted during the 2018 reporting period. The DEEOO will submit the POAM to the SPAWAR CDEEOO.		22 January 2018	

3. SSC LANT EEO and BAT will provide quarterly updates to the SPAWAR CDEEOO on progress in executing program reviews in accordance with their POAM..	1 February 2018 1 May 2018 1 August 2018 1 November 2018
4. SSC LANT EEO and BAT will complete reviews for FY17 carryover for the Employee Development/Training Programs for systematic barriers.	29 March 2018
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONSTO OBJECTIVE:	

§1 EEOC FORM 715-01 PART H		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		Reporting Period 2018 PLAN H-2 (Reasonable Accommodations)	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	During the 2017 reporting period, reasonable accommodations were not processed within the timeframes in the DON procedures. (Measure #40 of the DON Part G Form).		
OBJECTIVES:	Ensure that, at a minimum, 90% of decisions to either provide a reasonable accommodation or engage in the expanded job search are made within 30 calendar days, excluding time required to obtain medical documentation.		
RESPONSIBLE OFFICIAL:	SSC Atlantic Deputy EEO Officer (DEEOO), EEO Specialists, Human Resources (HR) Specialists, Managers and Supervisors.		
DATE OBJECTIVE INITIATED:	1 December 2017		
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 June 2018		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)	
1. SSC LANT Disability Program Coordinator and DEEOO will submit Navy Electronic Accommodation Tracker (NEAT) event data to the CDEEOO for all open reasonable accommodation requests quarterly.		31 January 2018 30 April 2018 31 July 2018 31 October 2018	

2. DEEOO will conduct weekly reviews of the reasonable accommodation requests to ensure proper processing.	Weekly
3. SSC LANT Disability Coordinator and DEEOO will review the NEAT report quarterly and provide input to CDEEOO for completion of the agency Complaints/RA Efficiency Scorecard that will be issued on a quarterly basis. (Due to HQs: 1 February 2018, 1 May 2018, 1 August 2018, 1 November 2018)	20 January 2018 20 April 2018 20 July 2018 20 October 2018
4. SSC LANT DEEOO will conduct monthly spot checks on RA cases for compliance.	Monthly
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONSTO OBJECTIVE:	

§1EEOC FORM 715-01 PART H		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		Reporting Period 2018 PLAN H-3 (EEO Action Plan Execution)	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	During the 2017 reporting period, SSC Atlantic senior managers and other appropriate managers have not been included or participated in the implementation of EEO Action Plans. (Measure #41, 42, 43 of the DON Part G Form).		
OBJECTIVES:	Ensure appropriate manager participation in implementation of EEO Action Plans.		
RESPONSIBLE OFFICIAL:	SSC Atlantic Deputy EEO Officer (DEEOO), EEO Specialists, Human Resources (HR) Specialists, Managers and Supervisors.		
DATE OBJECTIVE INITIATED:	1 December 2017		
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 June 2018		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)	
1. SSC LANT DEEOO will evaluate each specific EEO Action Plan to determine which senior management officials are required for plan execution.		15 December 2017	
2. SSC LANT DEEOO will meet with senior leadership to consult with and seek assistance in facilitating management participation in EEO Action Plan execution.		15 February 2018	

<p>3. SSC LANT DEEOO will provide quarterly updates on plan execution accomplishments and management involvement will be made to the SPAWAR CDEEOO. Quarterly reports must also document management involvement in development or modifications to EEO Action Plans during the reporting period.</p>	<p>1 February 2018</p> <p>1 May 2018</p> <p>1 August 2018</p> <p>1 November 2018</p>
<p>REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONSTO OBJECTIVE:</p>	

**SSC LANT
EEO Program Status Report**

**FY 2017
Parts I1-I4**

**EEO Plans To Eliminate Barriers
Accomplishments**

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		FY 2017 Plan I -1 (White Females)
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>SSC Atlantic continues to have a low participation rate of White females.</p> <p>Based on a review of the SSC Atlantic A1 workforce data tables, the participation rate of White Females in the SSC Atlantic workforce is 19%. The National Civilian Labor Force (NCLF) depicts White Female participation is 34% and participation in the states or Relevant CLF (4 states Virginia, Washington DC, South Carolina, and New Orleans align with SSC Atlantic UICs) is 32%</p> <p>Continued review SSC Atlantic A6 workforce data tables (top 10 series, which represent 88% of the population) show SSC Atlantic's White Female participation rate is 17% while the NCLF depicts 23%, and the state CLF is 22%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Information provided by SSC Atlantic Barrier Analysis Team (BAT) revealed that a barrier analysis needs to be conducted to identify the root cause of the low participation of White Females.</p> <p>During the reporting period, SSC Atlantic assembled a Barrier Analysis Team (BAT) Working Group. The team is composed on managers, supervisors, and employees. A subgroup was created to begin the barrier analysis process into SSC Atlantic low participation of White Females.</p> <p>The Barrier Analysis Team contrasted SSC Atlantic Table A1, A3, A4, and A6 to the 2010 Census National and Relevant Civilian labor Force (CLF) data. The Relevant CLF comparison is comprised of South Carolina, New Orleans, Virginia, and Washington DC. We evaluated Tables A8 and A14; separations and accessions. We also reviewed the available data for Veterans, Awards (to include promotions), and leadership training.</p> <p>The Barrier Analysis Team also performed a trend analysis spanning 2012 through 2016.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy,</p>	<p>To date no policy, practice, or procedure has been identified as a barrier resulting in the low participation rate of White Females.</p>	

procedure or practice that has been determined to be the barrier of the undesired condition.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Initiate barrier analysis for the low participation rate of White Females in the SSC Atlantic workforce.
RESPONSIBLE OFFICIAL:	SSC Atlantic Deputy EEO Officers (DEEEO), Barrier Analysis Team (BAT), Director of Civilian Human Resources, Human Resources Director, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, senior leadership, supervisors and managers, and employees.
DATE OBJECTIVE INITIATED:	1 October 2016
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 June 2017

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
1. The SSC Atlantic DEEOO will engage the Command to form a Barrier Analysis Team/Integrated Process Team to conduct a barrier analysis effort on the low participation of White Females.	31 October 2016	
2. The SPAWARSSYSCOM CDEEOO will provide appropriate personnel Barrier Analysis Training.	01 November 2016	
3 The SSC Atlantic BAT will determine the relevant data comparator and conduct workforce data analysis into the low participation rate of White Females.	31 November 2016- 30 January 2017	
4. The SSC Atlantic will provide quarterly updates on their barrier analysis efforts to the SSC Atlantic DEEOO.	31 January 2017 30 April 2017 31 July 2017 31 October 2017	
5. SSC Atlantic will evaluate the barrier analysis accomplishments for 2016 to develop future barrier analysis initiatives.	Ongoing	
6. SSC Atlantic Barrier Analysis Team will provide a report for Part "I" 4 th quarter report.	3 August 2017	

THIS PAGE LEFT BLANK INTENTIONAL

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

1. **Planned Activity: Completed:** In May 2016 SSC Atlantic assembled a Barrier Analysis Team (BAT) Working Group. The compositions of the team were Tier III and Tier IV Competency leads, along with EEO staff and a Tier IV serving as the Champion. Subgroups were also assembled to begin the Barrier Analysis process to determine if SSC LANT has a low participation rate of White Females.
2. **Planned Activity: Completed:** On June 14-15, 2016 Barrier Analysis Training was conducted by the Command Deputy EEO Officer. The training was provided to the BAT working group for FY16-FY17. The training objective was to provide training on the Barrier Analysis Process and learn how to identify and eliminate barriers in the workplace. Team members also learned how to interpret Workforce Data Tables. The CDEEO is also providing on-going training as needed. In the absence of a Deputy EEO Officer, the Command Deputy EEO Officer has increased training and technical expertise to SSC LANT EEO staff, management and the Barrier Analysis working group members. He has also provided continuous training and guidance in other areas of Equal Employment Opportunity.
3. **Planned Activity: Completed.** The SSC Atlantic Barrier Analysis Team working group began assessing the workforce data tables. Each member of the group was assigned an element of the employee work-cycle. These included but not limited to Recruitment (A1 & B1); Hiring (A7); Separations (A14); Advancement Opportunities Promotions (A-10 and B10); Employment Development and Training (A12); and Awards & Recognition (A13) as it relates to the White Female. The results obtained serve as a baseline to identify possible areas where barriers may exist. The team is also conducting interviews and looking at other resources to determine if triggers and/or barriers exist. The team will develop a plan of action to conduct barrier analysis to determine the root cause of any deficiencies that may be impeding opportunities for White Females.
4. **Planned Activity: Completed:** A permanent schedule has been developed for the Deputy EEO officer to meet and inform Command Deputy EEO Officer on a quarterly basis.
5. **Planned Activity: Not applicable for SSC LANT:** Action will be accomplished by SPAWARSSCOM CDEEOO
6. **Planned Activity: Draft SSC LANT 4th Quarter Report:** Contrasting total workforce SSC LANT data to the 2010 Census Report.

Total Workforce Table-A1

SSC Atlantic's total workforce for reporting period 2016 is 4,039. The White Female affinity group represents 19% of this workforce. Comparative, the 2010 Census shows the total female workforce for the National CLF at 67,466,935 or 48% of the total workforce and Relevant CLF at 4,006,280 or 49% of the total workforce. The White Female affinity group has a participation rate of 34% at the National CLF and 32% at the Relevant CLF. SSC Atlantic's 19% White Female affinity group represents 56% of the NCLF and 51% of the RCLF. Conclusion? See Table-1.

Table-1 Total Workforce / White Female Affinity 2016

SSC Atlantic						
	All	Total Workforce		White Female Affinity	2010 Census NCLF	2010 Census RCLF
		Male	Female			
#	4,039	2,883	1,156	772	47,684,320	2,614,535
%	100%	71%	29%	19%	34%	32%

Five Year Trend Analysis Total Workforce:

The data below, 2012 through 2016, shows a stable participation rate for the total female workforce, 29%. Over the same period, the White Female participation rate was 19% +/- 1% of the total (male & female) workforce and 67% of the total female workforce. Analysis demonstrates stable participation in the total workforce and the White Female affinity group. However, percentage across all female affinity groups, the White Female affinity group is steadily declining since 2012. Contrasting the stability in participation of the White Female affinity group to all other female affinity groups, all other affinity groups demonstrate growth.

Table 2 –Trending Analysis Total Workforce / White Female Affinity

Year		All	Total Workforce		Total White Female	% Total Female Workforce	NCLF	RCLF
			Male	Female				
16	#	4,039	2,883	1,156	772	2.84	34.0%	4.432%

	%	100%	71.38%	28.62%	19.11%	67%				
15	#	4,012	2,857	1,155	766					
	%	100%	71.21%	28.79%	19.09%	66%				
14	#	3,871	2,750	1,121	762					
	%	100%	71.04%	28.96%	19.68%	68%				
13	#	4,023	2,850	1,173	812					
	%	100%	70.84%	29.16%	20.18%	69%				
12	#	3,905	2,767	1,138	816					
	%	100%	70.86%	29.14%	20.90%	72%				

Table-3 Trending Separations/Accessions

		Separations					Accessions				
Year		All	Total Workforce		White Female	% Total Female Workforce	All	Total Workforce		White Female	% Total Female Workforce
			Male	Female				Male	Female		
16	#	195	130	65	43		251	180	71	50	
	%	100%	67%	33%	22%	66%	100%	72%	28%	20%	70%
15	#	197	132	65	46		340	246	94	56	
	%	100%	67%	33%	23%	71%	100%	72%	28%	16%	60%
14	#	228	139	72	60		86	61	25	12	
	%	100%	61%	32%	26%	83%	100%	71%	29%	14%	48%
13	#	167	110	44	33		295	214	81	63	
	%	100%	66%	26%	20%	75%	100%	73%	27%	21%	78%
12	#	193	123	51	31		567	383	171	154	
	%	100%	64%	26%	16%	61%	100%	68%	30%	27%	90%

RP 2016, greater gains than separations, gains and separations were less than the previous reporting period

RP 2015, greater gains than separations, gains were significantly greater than the previous reporting period, where separations were significantly less than the previous reporting period.

RP 2014, greater separations than gains, gains were significantly less than the previous year; however, separations were significantly higher than the previous reporting period.

RP 2013, greater gains than separations; however, both, separations were higher than the previous reporting period, but gains were significantly lower than the previous reporting period.

RP 2012, greater gains than separations...

SSC Atlantic conducted a Nature of Action (NOA) analysis. However, the data was insufficient / inconsistent to derive a conclusion.

Recommend further analysis in reporting period 2018.

SSC Atlantic conducted a review of Veteran's status in regard to accessions and separations; however, data was insufficient / inconsistent to derive a conclusion. **Recommend further analysis in reporting period 2018.**

Major Occupations:

Occupational A3:

A review of Table A3 shows the relationship of OPM Series Classifications to industry Occupational Categories. The majority of the White Female affinity group provides 41% of the administrative support. The next largest occupational group is the officials and managers group that are below the grade 13, 36%. Very low White Female participation in the technical, 4%, and professional, 12%, occupations. See Table-4. **Recommend further analysis in reporting period 2018.**

Table-4 Occupational Categories 2016?

Occupational Category		All	Total Workforce		White Female
			Male	Female	
Officials and Managers -Executive/Senior Level (Grades 15 and Above)	#	89	67	22	19
	%	100%	75.28%	24.72%	21.35%
Mid-Level (Grades 13-14)	#	166	116	50	34
	%	100%	69.88%	30.12%	20.48%
Other Officials and Managers	#	1,072	522	550	384
	%	100%	48.69%	51.31%	35.82%
Professionals	#	2,203	1,767	436	268
	%	100%	80.21%	19.79%	12.17%

Technicians	#	370	351	19	14
	%	100%	94.86%	5.14%	3.78%
Administrative Support Workers	#	99	34	65	41
	%	100%	34.34%	65.66%	41.41%

Classification Series:

The female affinity groups comprise 25% of SSC Atlantic's top 10 classification series in the workforce. The series that the majority of the female workforce provides support is the 2210, 2299, 0343, 0346, and 2003 series. Most of the White Female affinity group supports the 2210, 2290, and 0343 series. Very low participation rate in the 0855, 0850, 0856, 0802, and 1550, series.

Table xx – Top Ten Classification Series

			Total Workforce				
	Classification Series		All	Male	Female	White Female	% Total Female Workforce
1	2210, 2299	#	752	579	173	109	
		%	100%	77%	23%	14%	63%
2	0855, 850	#	621	537	84	51	
		%	100%	86%	14%	8%	61%
3	1550	#	479	382	97	54	
		%	100%	80%	20%	11%	56%
4	0343	#	350	126	224	164	
		%	100%	36%	64%	47%	73%
5	0856, 802	#	354	336	18	15	
		%	100%	95%	5%	4%	83%
6	340, 0080 0301 0341 1101 1199 1601 1640 1670 1910 2001 2101 2130 2150	#	332	238	94	70	
		%	100%	72%	28%	21%	74%

7	0854	#	215	191	24	12	
		%	100%	89%	11%	6%	50%
8	0346, 2003	#	245	145	100	56	
		%	100%	59%	41%	23%	56%
9	1102	#	113	39	74	56	
		%	100%	35%	65%	50%	76%
10	0801, 840 899	#	94	81	13	8	
		%	100%	86%	14%	9%	62%
SUM MAJOR OCCUPATIONS		#	3,555	2,654	901	595	
		%	100%	75%	25%	17%	66%

Summary:

This Part "I" entry is based on contrasting SSC Atlantic's total workforce, total female workforce, and the White Female affinity group. Data reviewed spanned 5 years, 2012 through 2016 with a focus on 2016.

SSC Atlantic's total female workforce appears to be stable at about 28% of the total (male & female) workforce and the White Female affinity group stable at about 19% over the same 5 years of data reviewed. Accessions and separations also appear to be remaining stable from year-to-year over the same 5-year period.

Compared industry's occupational work groups to the Government's Classification Series grouping series where appropriate. The result is very little White female participation in the technical and professional work groups. The majority of the White Female affinity group participates in the administrative type roles (i.e. contracting, financing, Human Resources), to include officials and Managers below the GS 13 grade level. **Recommend further analysis in reporting period 2018.**

Comparing SSC Atlantic to the 2010 Census does not lead me to believe SSC Atlantic has a barrier recruiting women in the White Female affinity group. However, it seems implausible that this affinity group would appear to remain at nearly the same participation levels over a 5-year period. Especially when the local population, statistically, is growing 50 people per day. Expectations would be that over the 5-year period reviewed leadership above the GS 13 level would show growth over stability. **Recommend further analysis in reporting period 2018.**

Recommendations for 2018 analysis:

-
-
-

(b)(5)

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		FY 2017 Plan I-2 (Hispanic Females)
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>SSC Atlantic continues to have a low participation rate of Hispanic females.</p> <p>Based on a review of the SSC Atlantic A1 workforce data tables, the participation rate of Hispanic Females in the SSC Atlantic workforce is 1.04%. The National Civilian Labor Force (NCLF) depicts Hispanic Female participation is 4.79% and participation in the states or Relevant CLF (4 states Virginia, Washington DC, South Carolina, and New Orleans align with SSC Atlantic UICs) is 1.47%</p> <p>Continued review SSC Atlantic A6 workforce data tables (top 10 series, which represent 88% of the population) show SSC Atlantic's Hispanic Female participation rate is 0.93% while the NCLF depicts 2.19%, and the state CLF is 1.11%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Information provided by SSC LANT revealed that a barrier analysis needs to be conducted to identify the root cause of the low participation of Hispanic Females.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>To date no policy, practice, or procedure has been identified as a barrier resulting in the low participation rate of Hispanic Females.</p>	

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Initiate barrier analysis for the low participation rate of Hispanic Females in the SSC Atlantic workforce.
RESPONSIBLE OFFICIAL:	Deputy EEO Officer (DEEEO), Director of Civilian Human Resources, Human Resources Director, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, senior leadership, supervisors and managers, and employees.
DATE OBJECTIVE INITIATED:	1 October 2016
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 June 2017

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
1. The SSC LANT DEEOO will engage the Command to form a Barrier Analysis Team/Integrated Process Team to conduct a barrier analysis effort on the low participation of Hispanic Females.	31 October 2016	
2. The SPAWARSSYSCOM CDEEOO will provide appropriate personnel Barrier Analysis Training.	01 November 2016	
3 SSC LANT will determine the relevant data comparator and conduct workforce data analysis into the low participation rate of Hispanic Females.	31 November 2016- 30 January 2017	
4. SSC LANT will provide quarterly updates on their barrier analysis efforts to the SPAWARSSYSCOM CDEEOO.	31 January 2017 30 April 2017 31 July 2017 31 October 2017	
5. SPAWARSSYSCOM CDEEOO will evaluate the SSC LANT's barrier analysis accomplishments for 2016 to develop future barrier analysis initiatives.	Ongoing	
6. SPAWARSSYSCOM Barrier Analysis Team's Part "I" 4 th quarter report.	3 August 2017	

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

1. **Planned Activity: Completed:** In May 2016 SSC LANT assembled a Barrier Analysis Team (BAT) Working Group. The compositions of the team were Tier III and Tier IV Competency leads, along with EEO staff and a Tier IV serving as the Champion. Subgroups were also assembled to begin the Barrier Analysis process to determine if SSC LANT has a low participation rate of Hispanic Females.
2. **Planned Activity: Completed:** On June 14-15, 2016 Barrier Analysis Training was conducted by the Command Deputy EEO Officer. The training was provided to the BAT working group for FY16-FY17. The training objective was to provide training on the Barrier Analysis Process and learn how to identify and eliminate barriers in the workplace. Team members also learned how to interpret Workforce Data Tables. The CDEEO is also providing on-going training as needed. In the absence of a Deputy EEO Officer, the Command Deputy EEO Officer has increased training and technical expertise to SSC LANT EEO staff, management and the Barrier Analysis working group members. He has also provided continuous training and guidance in other areas of Equal Employment Opportunity.
3. **Planned Activity: Completed.** The SSC LANT Barrier Analysis Team working group began assessing the workforce data tables. Each member of the group was assigned an element of the employee work-cycle. These included but not limited to Recruitment (A1 & B1); Hiring (A8); Separations (A14); Advancement Opportunities Promotions (A-10 and B10); Employment Development and Training (A12); and Awards & Recognition (A13) as it relates to the Hispanic Female. The results obtained serve as a baseline to identify possible areas where barriers may exist. The team is also conducting interviews and looking at other resources to determine if triggers and/or barriers exist. The team will develop a plan of action to conduct barrier analysis to determine the root cause of any deficiencies that may be impeding opportunities for Hispanic Females.
4. **Planned Activity: Completed:** A permanent schedule has been developed for the Deputy EEO officer to meet and inform Command Deputy EEO Officer on a quarterly basis.
5. **Planned Activity: Not applicable for SSC LANT:** Action will be accomplished by SPAWARSSCOM CDEEO
6. **Planned Activity: Draft SSC LANT 4th Quarter Report:** Contrasting total workforce SSC LANT data to the 2010 Census Report.

3. Completed Activities

Analysis of A1 TWF with 5 year trending, A3 Occupational Categories, A8 Accessions, A14 Separations, A6 Major Occupations, A4 Grade Levels, Internal Promotions and Internal Competitive Promotions.

Total Workforce Table-A1

SSC Atlantic's total workforce for reporting period 2016 is 4,039. The Hispanic Female affinity group represents 1.04% of this workforce. The Hispanic Female affinity group has a participation rate of 1.5% in the RCLF. SSC Atlantic's 1.04% Hispanic Female affinity group participation rate is about 17 people lower than the RCLF participation rate of 1.47%. Important to note is that this is

total workforce and doesn't take into account the Occupational Categories or Major Occupations employed at SSC Atlantic.

Table-1 A1 Total Workforce / Hispanic Female Affinity 2016

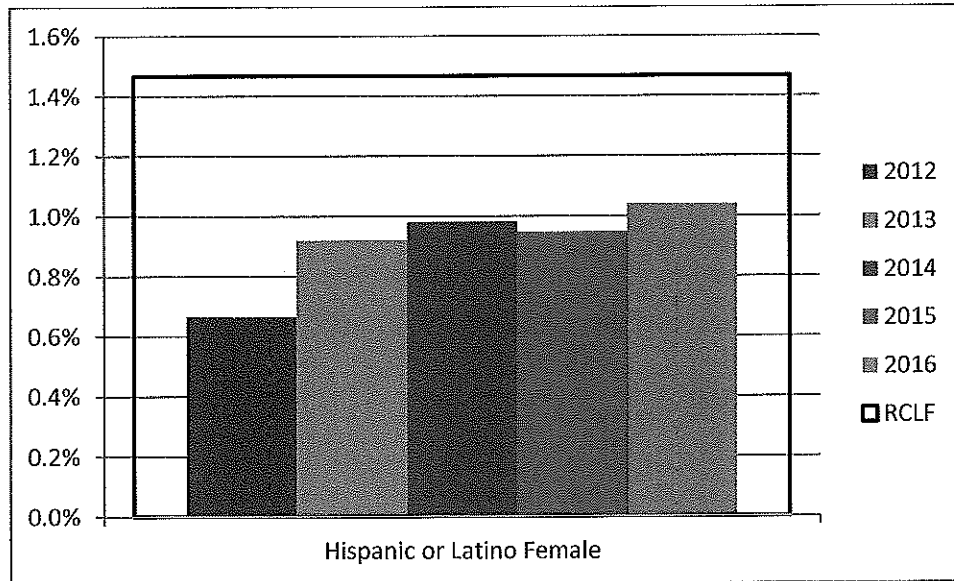
SSC Atlantic					
	All	Total Workforce		Hispanic Female Affinity	2010 Census RCLF
		Male	Female		
#	4,039	2,883	1,156	42	120,420
%	100%	71%	29%	1.04%	1.47%

Five Year Trend Analysis A1 Total Workforce:

The data below, 2012 through 2016, shows a stable participation rate for the total female workforce around 29%. Over the same period, the Hispanic Female participation rate increased in count from 26 to 42 and rate from .67% to 1.04%. Analysis demonstrates stable participation in the total workforce and the Hispanic Female affinity group. The Hispanic Female affinity group has experienced an increase since 2012, however it remains below the RCLF level by about 17 people. It is important to remember, this doesn't take into account SSC LANTs specific occupational groups.

Table 2 –A1 Trending Analysis Total Workforce / Hispanic Female Affinity

Year		All	Total Workforce		Total Hispanic Female	RCLF	
			Male	Female			
16	#	4,039	2,883	1,156	42	120,420	1.47%
	%	100%	71.38%	28.62%	1.04%		
15	#	4,012	2,857	1,155	38		
	%	100%	71.21%	28.79%	.95%		
14	#	3,871	2,750	1,121	38		
	%	100%	71.04%	28.96%	.98%		
13	#	4,023	2,850	1,173	37		
	%	100%	70.84%	29.16%	.92%		
12	#	3,905	2,767	1,138	26		
	%	100%	70.86%	29.14%	.67%		



Accessions (A8) and Separations (A14):

Table-3 Trending Separations A14 / Accessions A8

Year		Separations				Accessions				Net
		All	Total Workforce		Hispanic Female	All	Total Workforce		Hispanic Female	
			Male	Female			Male	Female		
16	#	195	130	65	2	251	180	71	3	1
	%	100%	67%	33%	1.03%	100%	72%	28%	.80%	
15	#	197	132	65	7	340	246	94	2	-5
	%	100%	67%	33%	3.55%	100%	72%	28%	.29%	
14	#	228	139	72	1	86	61	25	0	-1
	%	100%	61%	32%	.44%	100%	71%	29%	0	
13	#	167	110	44	1	295	214	81	1	0
	%	100%	66%	26%	.60%	100%	73%	27%	.34%	
12	#	193	123	51	3	567	383	171	0	-3
	%	100%	64%	26%	1.55%	100%	68%	30%	0	

FY 2016, Hispanic Gains and Separations demonstrated level attrition for this reporting period
FY 2015, greater separations than gains.

FY 2014, 0 Hispanic female Accessions; Separations were less than significant to report.

FY 2013, equal gains than separations.

FY 2012, 0 Hispanic female Accessions; Separations were greater than previous reporting period only by a minimal margin.

Workforce by Occupational Categories A3:

A review of Table A3 shows the relationship of OPM Series Classifications to industry Occupational Categories. The majority of the Hispanic Female affinity group provides 1.96% of the Other Officials and Managers. The next largest occupational group is the Mid-Level group that is 13-14 Grade Levels, with 1.81%. There is no Hispanic Female participation in the Executive/SES and technicians occupations. See Table-4.

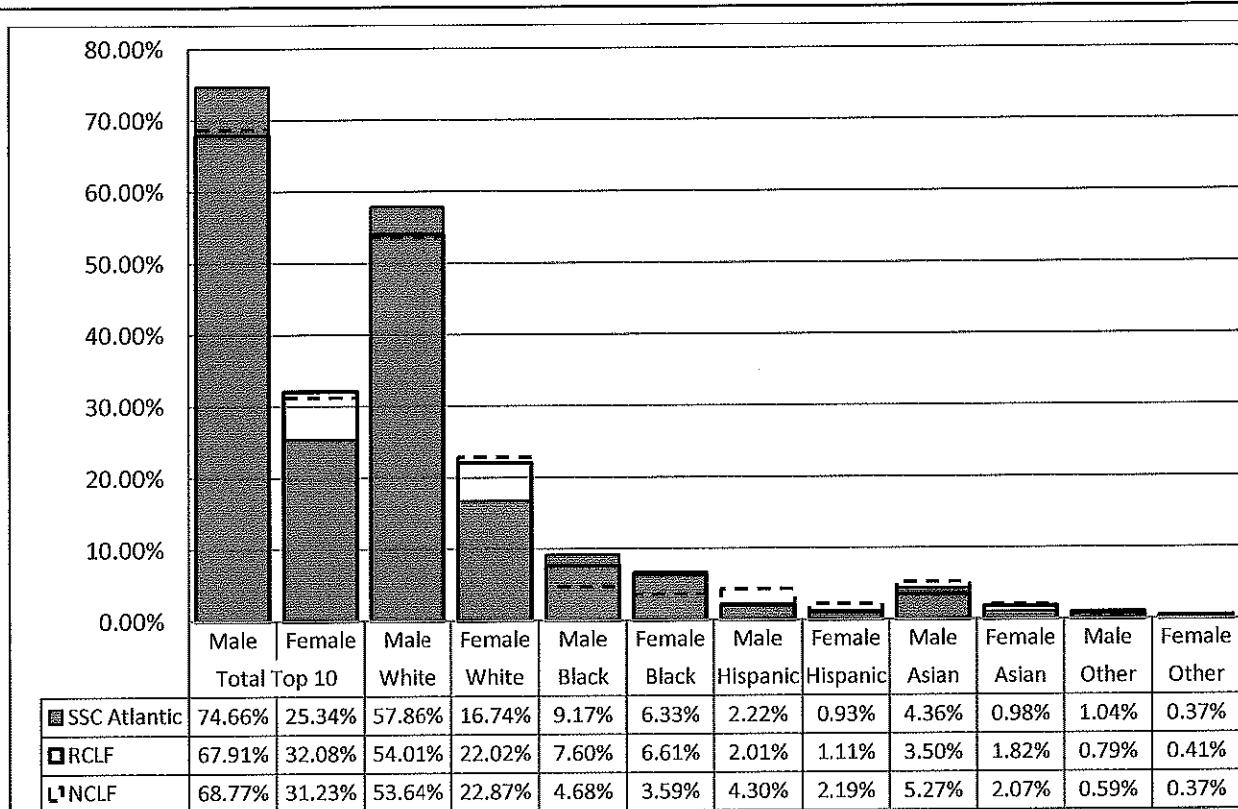
Table-4 Occupational Categories

Occupational Category		All	Total Workforce		Hispanic Female
			Male	Female	
Officials and Managers -Executive/Senior Level (Grades 15 and Above)	#	89	67	22	0
	%	100%	75.28%	24.72%	0
Mid-Level (Grades 13-14)	#	166	116	50	3
	%	100%	69.88%	30.12%	1.81%
Other Officials and Managers	#	1,072	522	550	26
	%	100%	48.69%	51.31%	1.96%
Professionals	#	2,203	1,767	436	15
	%	100%	80.21%	19.79%	.68%
Technicians	#	370	351	19	0
	%	100%	94.86%	5.14%	0
Administrative Support Workers	#	99	34	65	1
	%	100%	34.34%	65.66%	1.01%

Major Occupations A6:

The female affinity groups comprise 25% of SSC Atlantic's top 10 classification series in the workforce.

When considering the total top ten major occupations, SSC Atlantic is only slightly lower than the RCLF with .93% rather than 1.11%. This is a difference of about 5 people.



The series that the majority of the female workforce provides support is the 2210, 2299, 0343, 0346, and 2003 series. Most of the Hispanic Female affinity group supports the 2210 and 0343 series. Zero participation rate in the 0856 and 801 series. Evaluation is required to determine reason for zero participation in any series.

Table xx – Top Ten Classification Series

				Total Workforce		Hispan ic Femal e	% Total Female Workfor ce
	Classification Series		All	Male	Femal e		
1	2210, 2299	#	752	579	173	9	
		%	100%	77%	23%	1.20%	.05%
2	0855, 850	#	621	537	84	2	
		%	100%	86%	14%	.32%	.02%
3	1550	#	479	382	97	2	
		%	100%	80%	20%	.42%	.02%
4	0343	#	350	126	224	10	
		%	100%	36%	64%	2.86%	.04%
5	0856, 802	#	354	336	18	0	
		%	100%	95%	5%	0%	0%

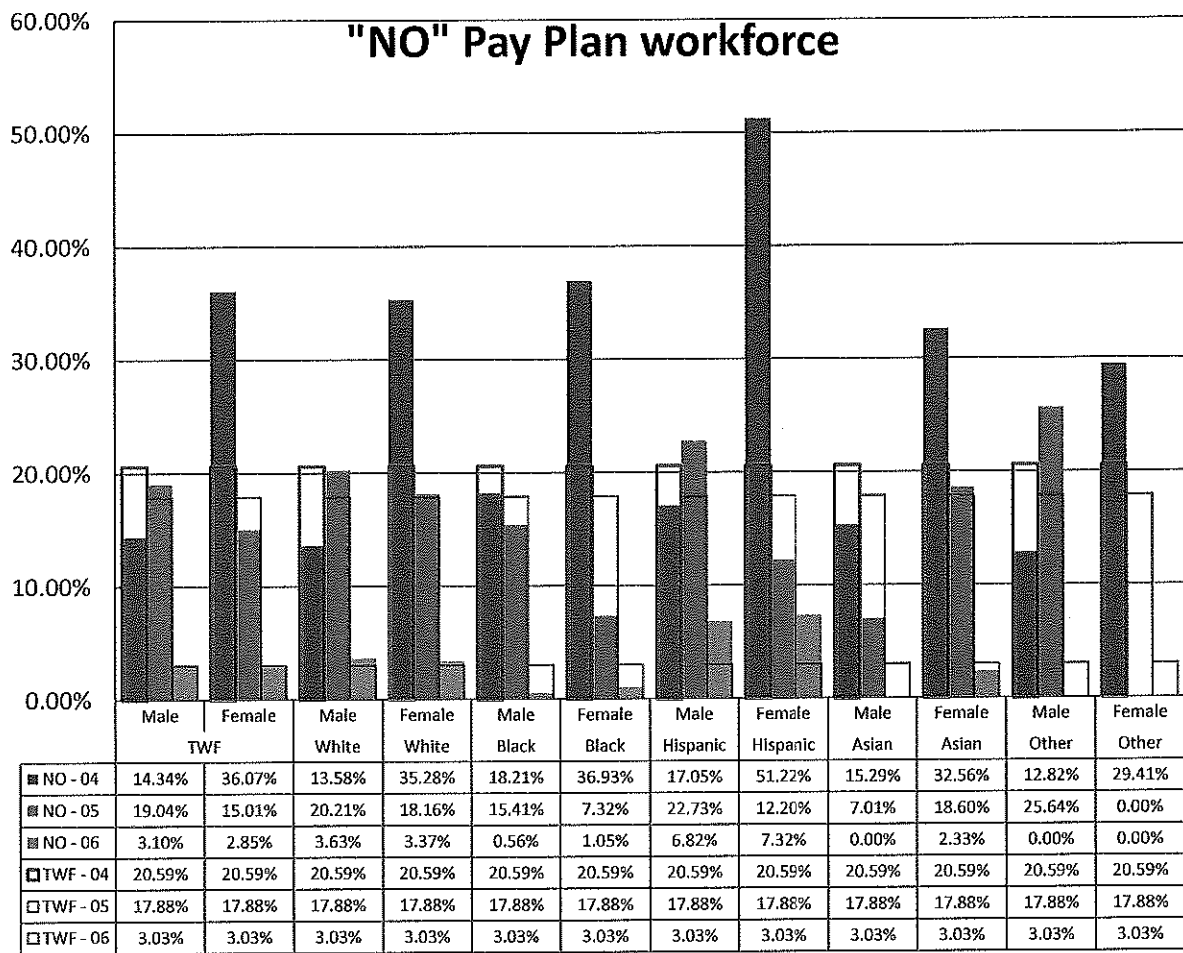
6	340, 0080 0301 0341 1101 1199 1601 1640 1670 1910 2001 2101 2130 2150	#	332	238	94	5	
		%	100%	72%	28%	1.51%	.05%
7	0854	#	215	191	24	1	
		%	100%	89%	11%	.47%	.04%
8	0346, 2003	#	245	145	100	3	
		%	100%	59%	41%	1.22%	.03%
9	1102	#	113	39	74	1	
		%	100%	35%	65%	.88%	.01%
10	0801, 840 899	#	94	81	13	0	
		%	100%	86%	14%	0%	0%
SUM MAJOR OCCUPATIONS		#	3,555	2,654	901	33	
		%	100%	75%	25%	.93%	.04%

Workforce by Grade Level (A4)

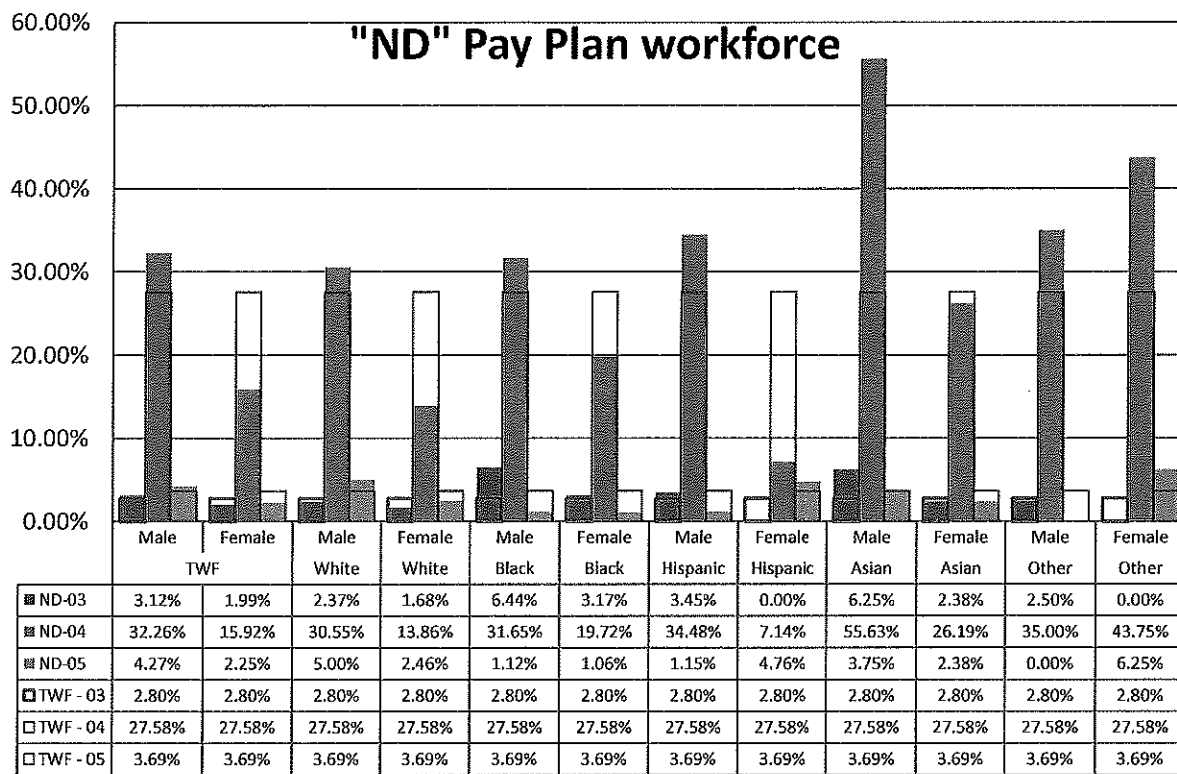
Analysis of the workforce by Grade level compared the major STRL Grade levels across SSC Atlantic's major Pay Plans - NOs, NDs, and NMs. The Relevant Civilian Labor Force in this analysis is the Command total participation in each grade (in TWF) compared to the participation rate in each Affinity Group.

This table doesn't show if we have the right number of people in each Affinity Group, but with the current participation, are the Affinity Groups proportional across bands. For example, 27.58% of the TWF are ND-04s. Is 27.58% of the workforce in each Affinity Group ND-04s?

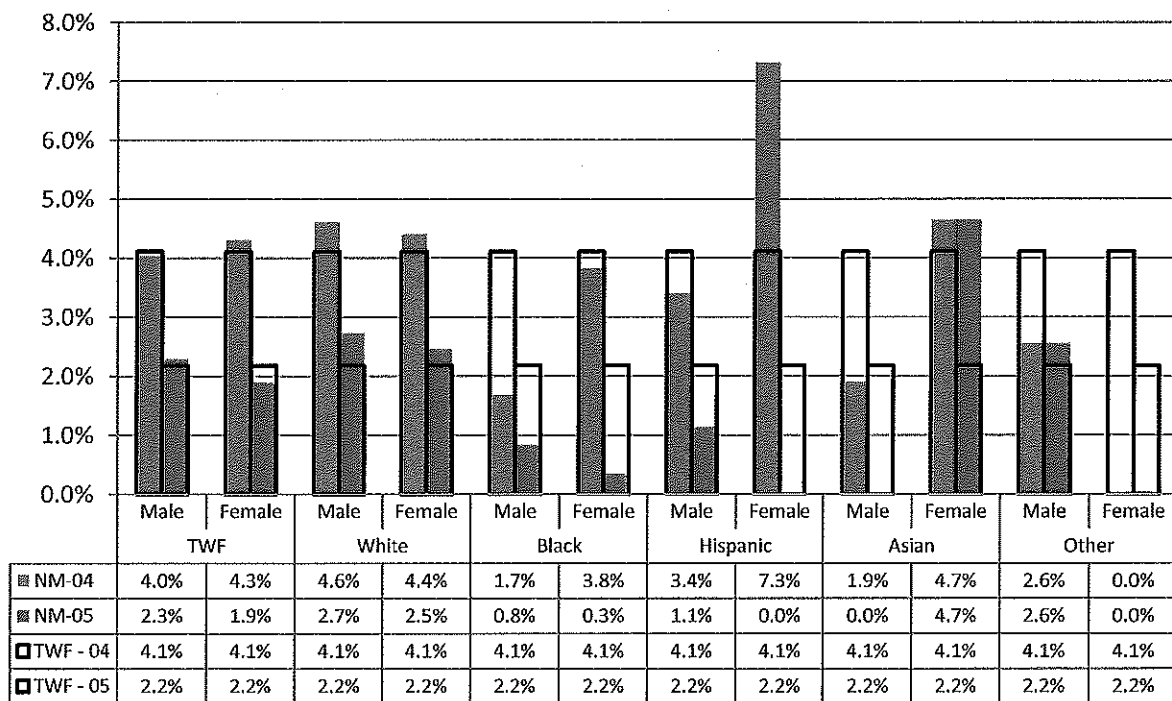
In this analysis, consideration is made to the NO-06, ND-05, and NM Pay Plans. These Pay Plans are primarily the command leadership and are the higher grade pay plans in the command reaching into the GS-14 and GS-15 pay plans.



Focus on Hispanic Females only shows low participation rates at the mid band NO-04, but higher participation at the other two bands.



Focus on Hispanic Females shows Low participation rates in ND-03 and ND-04, but higher Participation Rates for the high pay band ND-05. The difference about 1 ND-03 and 9 ND-04's.

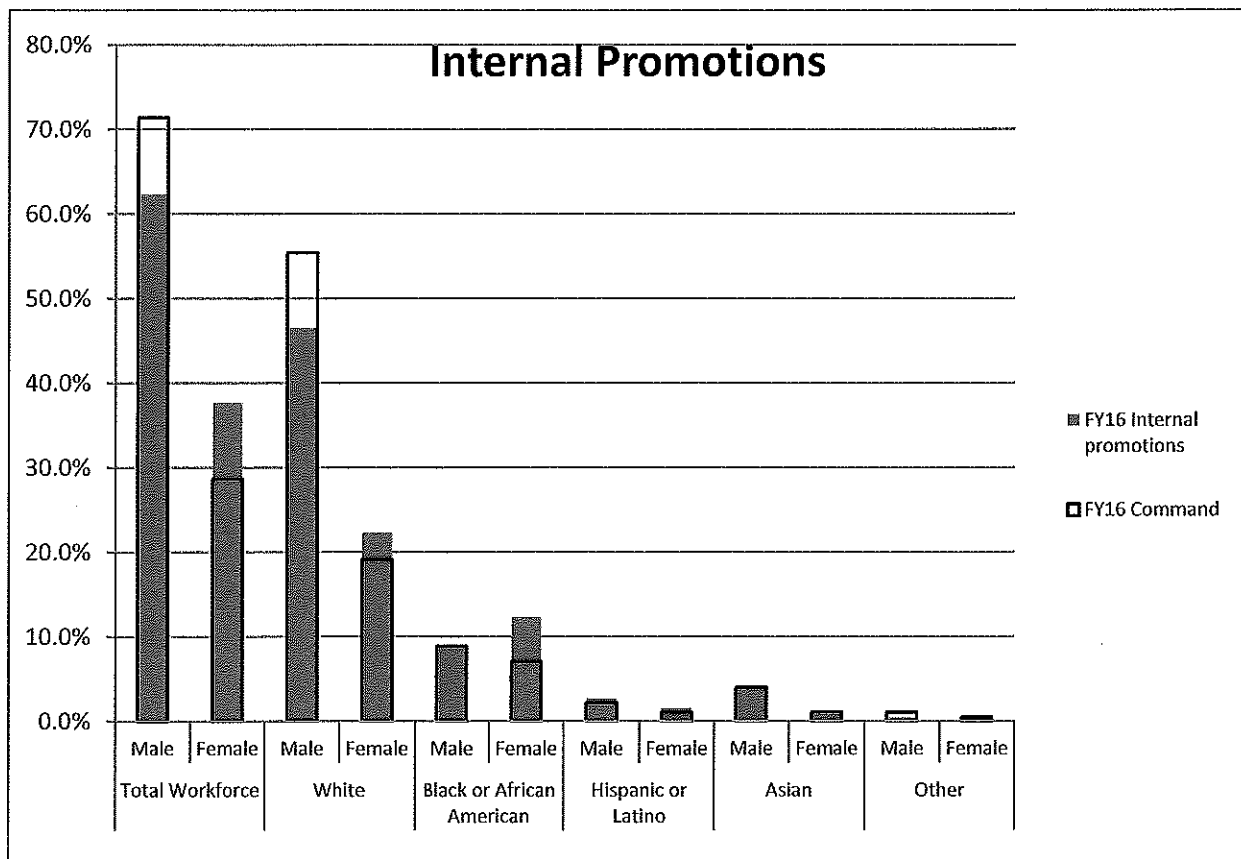


Focused analysis of Hispanic Females shows low participation for NM-05 pay bands but high participation in the feeder NM-04 pay band. This equates to about 1 NM-05 short.

Internal Competitive Promotion

All Internal Promotions

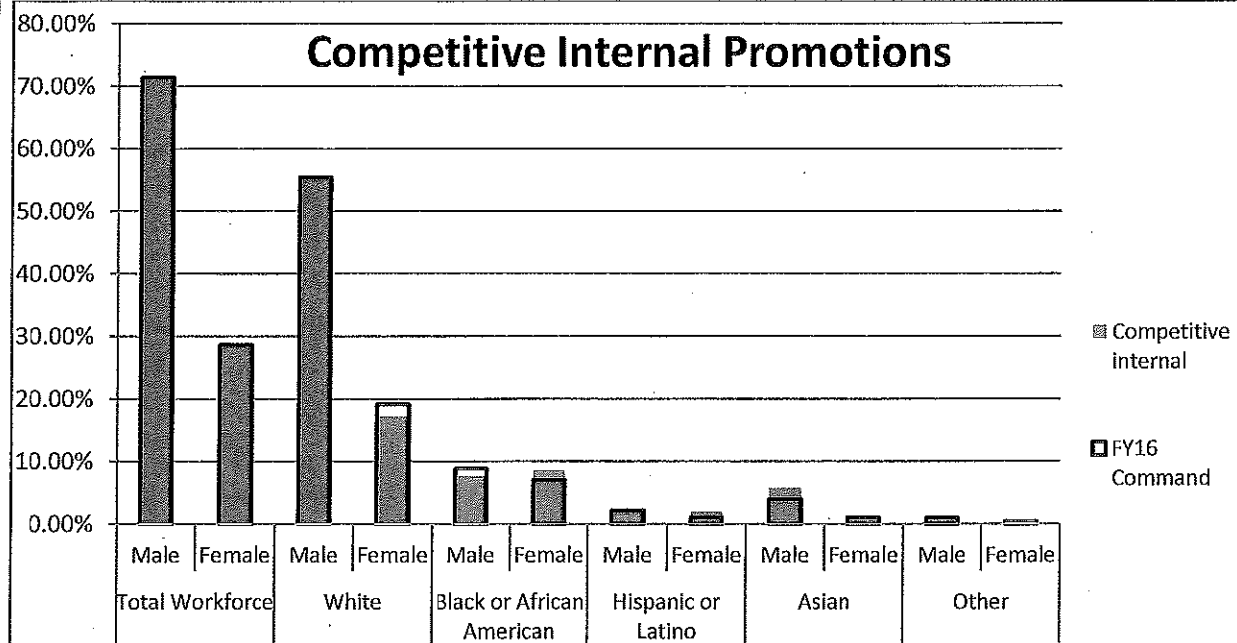
The Internal promotions analysis includes all Internal Processed Actions with an NOA "Promotion" 702 or NOA "Promotion NTE" 703. The data and participation was compared to the TWF participation rates.



Hispanic Female Affinity Groups has a comparable or higher rate of promotions.

Competitive Internal Promotions

When looking at Competitive Internal Promotions, analysis included all internal processed actions with NOA 702 and Legal Authority Reg 335.102 Comp.



Hispanic Female Affinity Groups has a comparable or higher rate of promotions.

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		FY 2017 Plan I-3 (Hispanic Males)
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>SSC Atlantic continues to have a low participation rate of Hispanic males.</p> <p>Based on a review of the SSC Atlantic A1 workforce data tables the participation of Hispanic Males in the SSC Atlantic workforce is 2.15%. The National Civilian Labor Force (NCLF) depicts Hispanic Male participation is 5.17% and participation in the states CLF (4 states aligned with SSC Atlantic UICs) is 1.6%.</p> <p>Continued review SSC Atlantic A6 workforce data tables (top 10) show SSC Atlantic's Hispanic Male participation rate is 2.22% while the NCLF depicts 4.3% but the states CLF is 2.01%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Information provided by the SSC LANT Barrier Analysis Team (BAT) revealed that a substantial barrier analysis needs to be conducted to identify if SSC Atlantic has a barrier causing of the low participation of Hispanic Males.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>To date no policy, practice or procedure has been identified as a barrier resulting in the low participation rate of Hispanic Males and Females.</p>	

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Initiate barrier analysis into the low participation rate of Hispanic Males in the SSC Atlantic workforce.
RESPONSIBLE OFFICIAL:	Deputy EEO Officer (DEEOO), Human Resources Director, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, senior leadership, supervisors and managers, and employees.
DATE OBJECTIVE INITIATED:	1 October 2016
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 June 2017

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
1. SSC Atlantic DEEOO will engage the Command to form a Barrier Analysis Team/Integrated Process Team to conduct a barrier analysis effort on the low participation of Hispanic Males and Hispanic Females.	01 October 2016	
2. SPAWARSSYSCOM CDEEOO will provide appropriate personnel Barrier Analysis Training.	01 November 2016	
3. SSC LANT will determine the relevant data comparator and conduct workforce data analysis into the low participation rate of Hispanic Males and Females.	31 November 2016- 30 January 2017	
4. SSC LANT will provide quarterly updates on their barrier analysis efforts to the SPAWARSSYSCOM CDEEOO.	31 January 2017 30 April 2017 31 July 2017 31 October 2017	
5. SPAWARSSYSCOM CDEEOO will evaluate the SSC's barrier analysis to determine the root cause.	Ongoing	

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

1. **Planned Activity: Completed:** In May 2016 SSC LANT assembled a Barrier Analysis Team (BAT) Working Group. The compositions of the team were Tier III and Tier IV Competency leads, along with EEO staff and a Tier IV serving as the Champion. Subgroups were also assembled to begin the Barrier Analysis process to determine if SSC LANT has a low participation rate of Hispanic Females and Males.
2. **Planned Activity: Completed:** On June 14-15, 2016 Barrier Analysis Training was conducted by the Command Deputy EEO Officer. The training was provided to the BAT working group for FY16-FY17. The training objective was to provide training on the Barrier Analysis Process and learn how to identify and eliminate barriers in the workplace. Team members also learned how to interpret Workforce Data Tables. The CDEEO is also providing on-going training as needed. In the absence of a Deputy EEO Officer, the Command Deputy EEO Officer has increased training and technical expertise to SSC LANT EEO staff, management and the Barrier Analysis working group members. He has also provided continuous training and guidance in other areas of Equal Employment Opportunity.
3. **Planned Activity: Completed.** The SSC LANT Barrier Analysis Team working group began assessing the workforce data tables. Each member of the group was assigned an element of the employee work-cycle. These included but not limited to Recruitment (A1 & B1); Hiring (A7); Separations (A14); Advancement Opportunities Promotions (A-10 and B10); Employment Development and Training (A12); and Awards & Recognition (A13) as it relates to the Hispanic Male. The results obtained serve as a baseline to identify possible areas where barriers may exist. The team is also conducting interviews and looking at other resources to determine if triggers and/or barriers exist. The team will develop a plan of action to conduct barrier analysis to determine the root cause of any deficiencies that may be impeding opportunities for Hispanic Males.
4. **Planned Activity: Completed:** A permanent schedule has been developed for the Deputy EEO officer to meet and inform Command Deputy EEO Officer on a quarterly basis.
5. **Planned Activity: Not applicable for SSC LANT:** Action will be accomplished by SPAWARSCOM CDEEO

3. Completed Activities

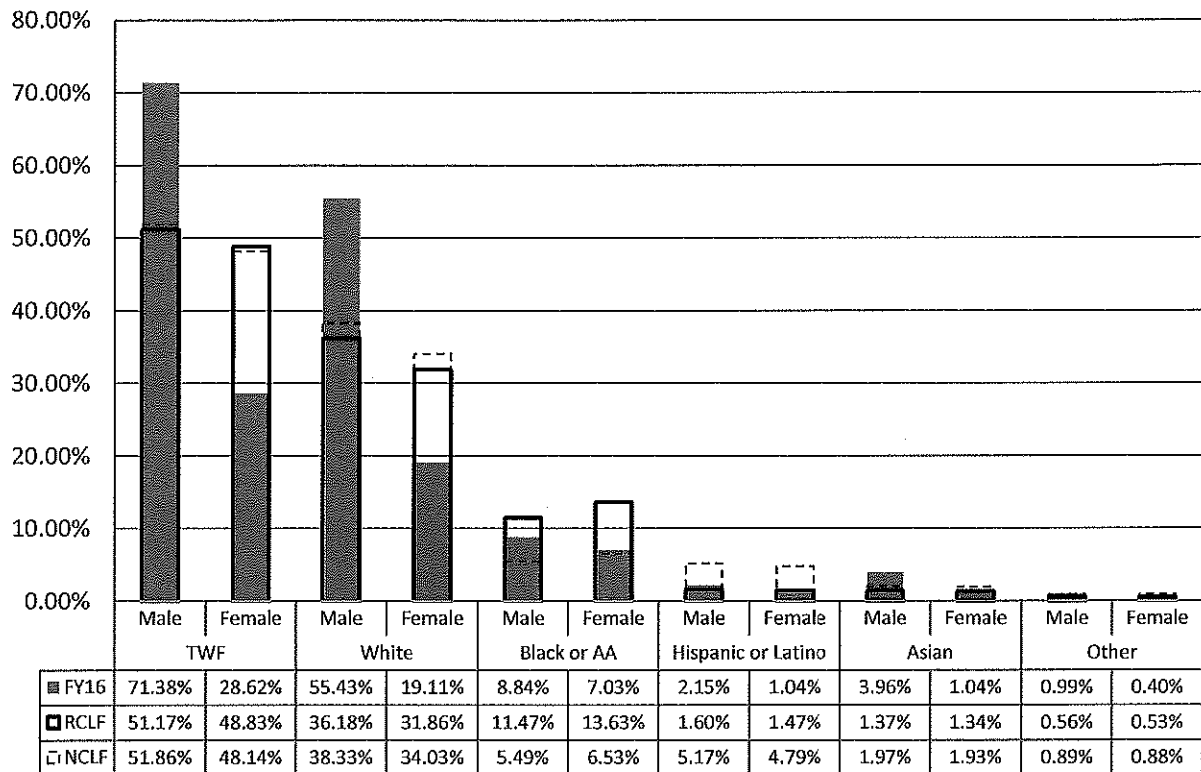
Analysis of A1 TWF with 5 year trending, A3 Occupational Categories, A8 Accessions, A14 Separations, A6 Major Occupations, A4 Grade Levels, Internal Promotions and Internal Competitive Promotions.

SPAWAR Systems Center Atlantic's barrier analysis efforts, during the 2017 reporting period (RP), have focused on examining potential issues impacting the participation rate of Hispanic Males in the workplace.

Total workforce population (A1)

The total workforce population analysis included analysis of the SSC Atlantic A1 tables compared to the RCLF.

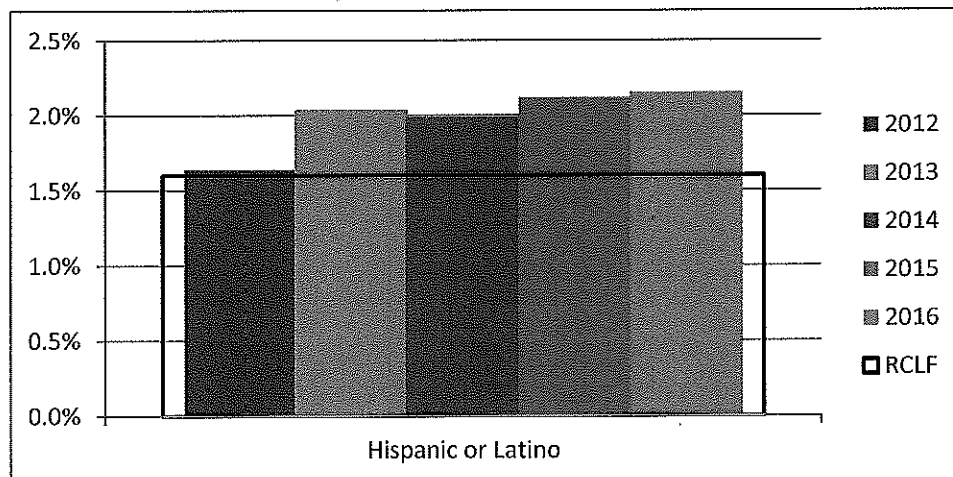
This table show the FY16 participation across each Affinity Group compared to the NCLF and RCLF (2010 National Census Data), but doesn't take into account SSC LANTs specific occupational groups. Initial assessment of participation rates compared to the NCLF indicated a need for analysis of the Hispanic Male Affinity Groups.



An examination of each Male Affinity Group was conducted. The total for 2016 was compared to the previous year (2015); year 2012; the LCLF of 2010. When compared to the RCLF, Hispanic males had a participation rate of 1.60%.

		2015	2016	Delta	2012	2016	Delta	RCLF	Delta
Hispanic Males									
	%	2.12%	2.15%	0.03	1.64%	2.15%	0.51%	1.60%	0.55%
White Males									
	%	56.03%	55.43%	-0.4	58.44%	55.43%	3.01%	36.19%	19.24%
African American									
	%	8.35	8.84	0.49	6.33	8.84%	2.51	11.47	-

Males		%	%		%		%	%	2.63 %
Asian Males	%	3.76 %	3.96 %	0.2	3.41 %	3.96%	0.55 %	1.37 %	2.59 %
Hawaiia n Pacific Islander	%	0.27 %	0.30 %	0.03	0.31 %	0.30%	- 0.01 %	0.30 %	0.00 %
Americ an Indian Alaskan Native	%	0.37 %	0.45 %	0.08	0.44 %	0.45%	0.01 %	0.33 %	0.12 %
Two or More Races	%	0.30 %	0.25 %	- 0.05	0.20 %	0.25%	0.05 %	0.05 %	0.20 %



Focus on Hispanic Males shows that for the RCLF, SSC Atlantic doesn't have a low participation rate in A1.

SSC Atlantic's total workforce for reporting period 2016 is 4,039. The Hispanic Male affinity group represents **2.15%** of this workforce. Comparative, the 2010 Census shows the total male workforce for the National CLF at 72,671,635 or 52% of the total workforce and Relevant CLF at 4,199,085 or 51% of the total workforce. The Hispanic male affinity group has a participation rate of 5.17% at the National CLF and 1.60% of the Relevant CLF. SSC Atlantic's 2.15% Hispanic Male affinity group represents 42% of the NCLF and 139% of the RCLF for Hispanic Males. See Table below.

Total Workforce / Hispanic Male Affinity 2016

SSC Atlantic						
	All	Total Workforce		Hispanic Male Affinity	2010 Census NCLF	2010 Census RCLF
		Male	Female			
#	4,039	2,883	1,156	87	7,245,935	131,350
%	100%	71%	29%	2.15%	5.17%	1.60%

Conclusion: The Hispanic Male population is below the NCLF, but is well above the RCLF. Based on the RCLF there does not appear to be a barrier for Hispanic Males based on the A1 Tables.

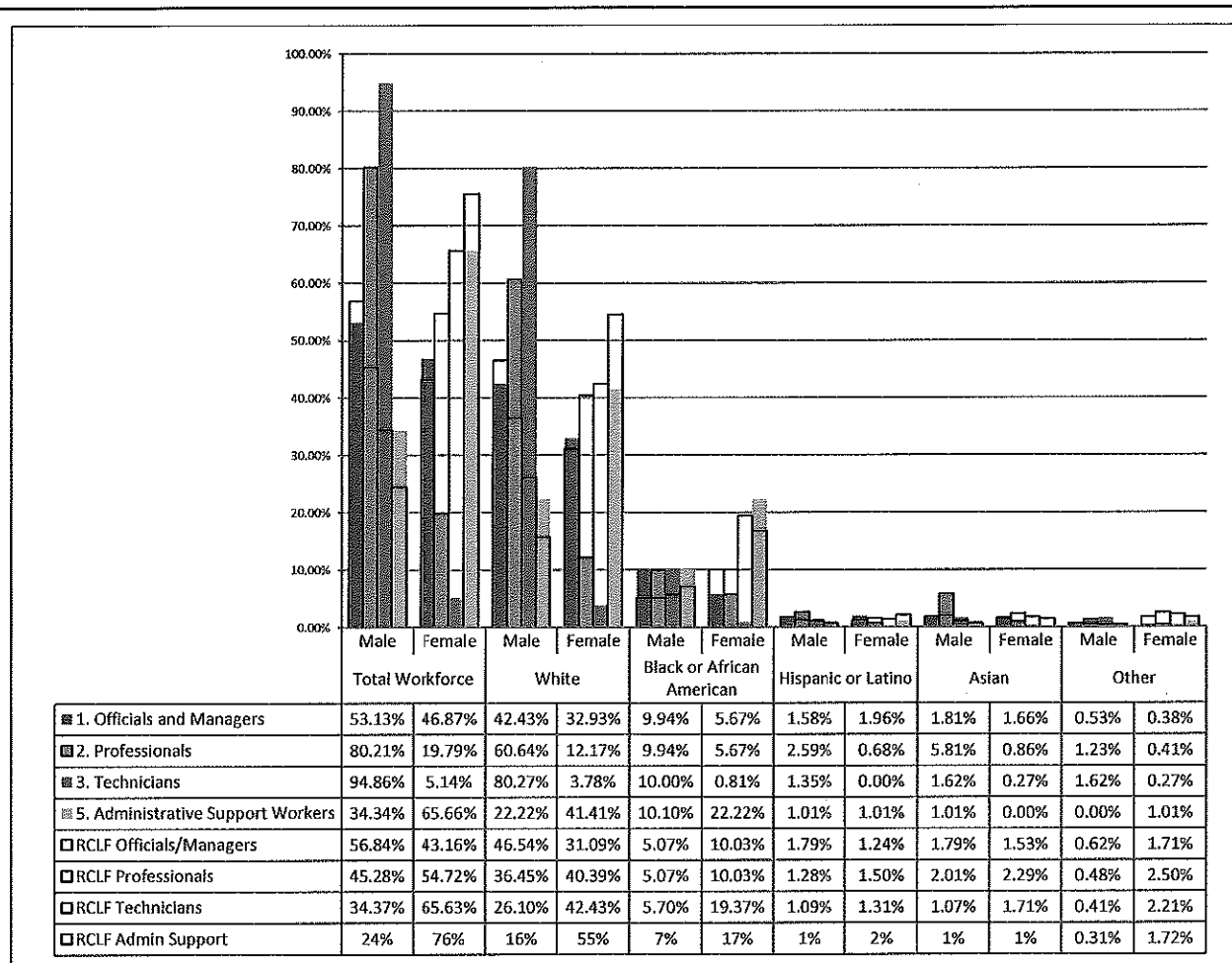
Analysis of trending workforce demonstrates that the participation rate of Hispanic Males, FY12-FY16 has remained relatively unchanged since FY13 at 3% of the SSC LANT, male population.

Table –Trending Analysis Total Workforce / Hispanic Male Affinity

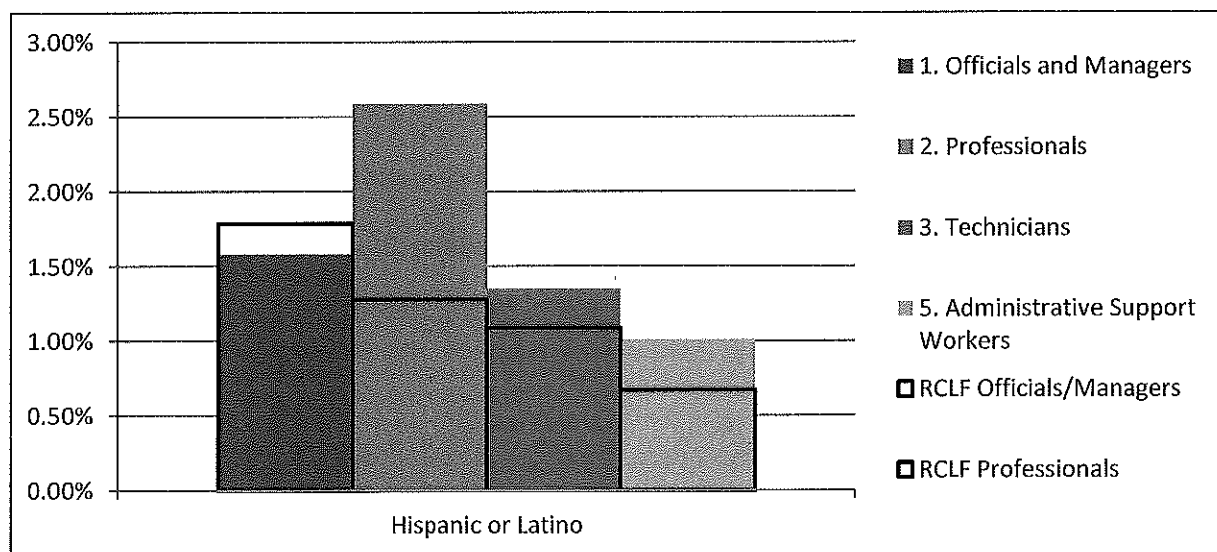
Year		All	Total Workforce		Total Hispanic Male	% Total Male Workforce	NCLF		RCLF	
			Male	Female						
16	#	4,039	2,883	1,156	87		7,245,935	5.17%	131,350	1.60%
	%	100%	71.38%	28.62%	2.15%	3%				
15	#	4,012	2,857	1,155	85					
	%	100%	71.21%	28.79%	2.12%	3%				
14	#	3,871	2,750	1,121	77					
	%	100%	71.04%	28.96%	1.99%	3%				
13	#	4,023	2,850	1,173	82					
	%	100%	70.84%	29.16%	2.04%	3%				
12	#	3,905	2,767	1,138	64					
	%	100%	70.86%	29.14%	1.64%	2%				

Workforce by Occupational Categories (A3)

There are 9 Federal Occupational Categories. Each of these 9 categories aligns to multiple OPM Occupational Titles and each title aligns to SSC Atlantic's STRL OPM job series. Of the 9 categories, SSC Atlantic only has employees in 4 series.

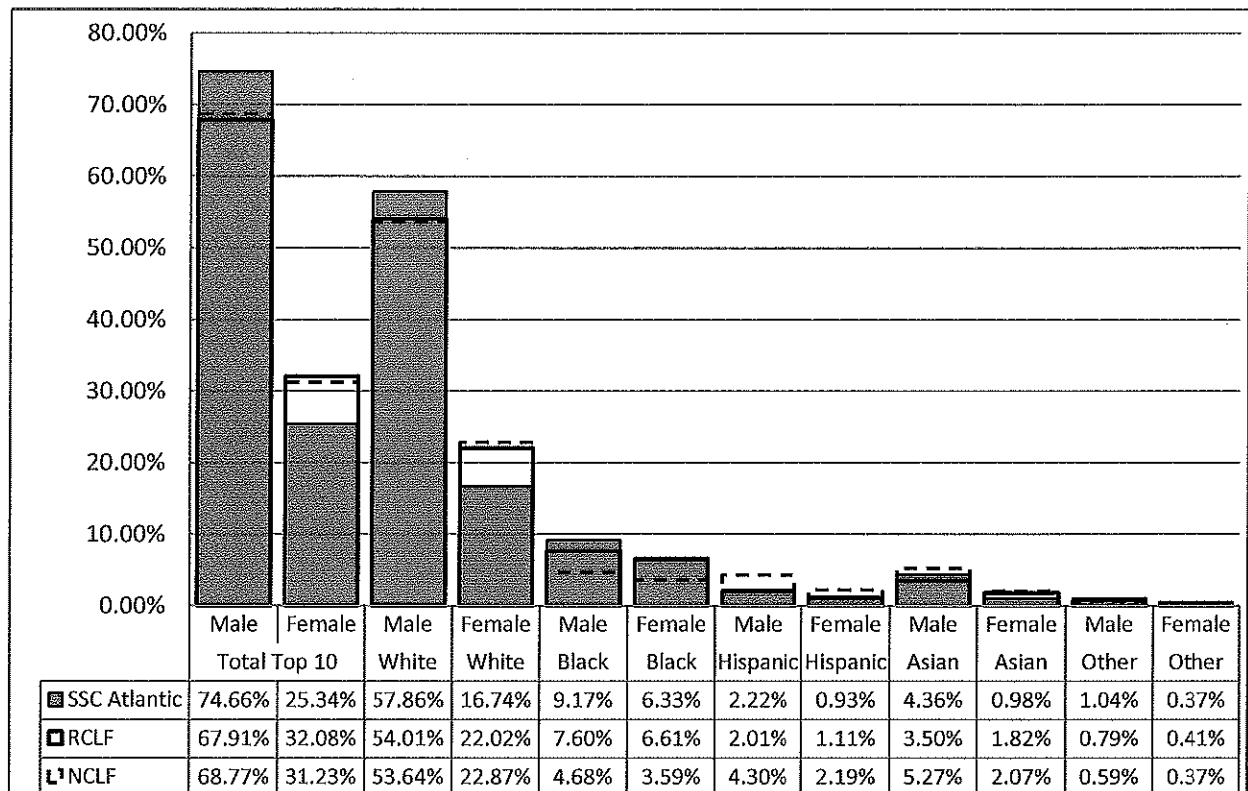


The Federal OCC Series analysis focused on Hispanic Males show low participation rates of .2% or about 3 people.



Workforce by Major Occupations (A6)

Top 10 Occupations are compiled with the bi-directional crosswalk between OPM Occupation Codes and CENSUS Occupation Codes. Top 10 Occupations include 2210, 0855, 1550, 0343, 0856, 0340, 0854, 0346, 1102, 0801. When the Crosswalk it applied bidirectional, it also includes 2299, 850, 0802, 0080, 0301, 0341, 1101, 1199, 1601, 1640, 1670, 1910, 2001, 2191, 2130, 2150, 2003, 0840, 0899. Top 10 Major Occupations comprise 88% of the SSC Atlantic workforce.



This table shows the current participation of the SSC LANTS Major Occupations across each Affinity Group, compared to the RCLF. NCLF was included as another reference point but not used for detailed analysis.

This analysis narrows the view to relevant participation rates comparing SSC Atlantic's Major Occupations to the equivalent Census data.

With Focus on Total Top 10, Hispanic Males, SSC Atlantic doesn't have low participation rates when considering the RCLF.

The Majority of the Command's work force is in the 2210 Occupational Group. When the Affinity Groups are compared to the NCLF in the 2210 series, Hispanic Males have a lower participation rate than the NCLF.

Hispanic Males highest participation rates are in the 855, 2210 and 340 Occupational Series. When the Affinity Groups are compared to the NCLF, Hispanic Males had a participation rate lower than the NCLF in all Major Occupational Series except for the 340 NCLF group.

This table identifies the Affinity Groups with a negative PR when compared to the NCFL for each series.

Male Affinity Groups	2210	855	1550	343	856	340	854	346	1102
Hispanic Males	-2.20%	- 2.08%	- 1.81%	- 1.61 %	- 5.30%		- 1.92%	- 4.01 %	- 2.40 %

This table identifies the Affinity Groups with a negative PR when compared to the RCFL for each series.

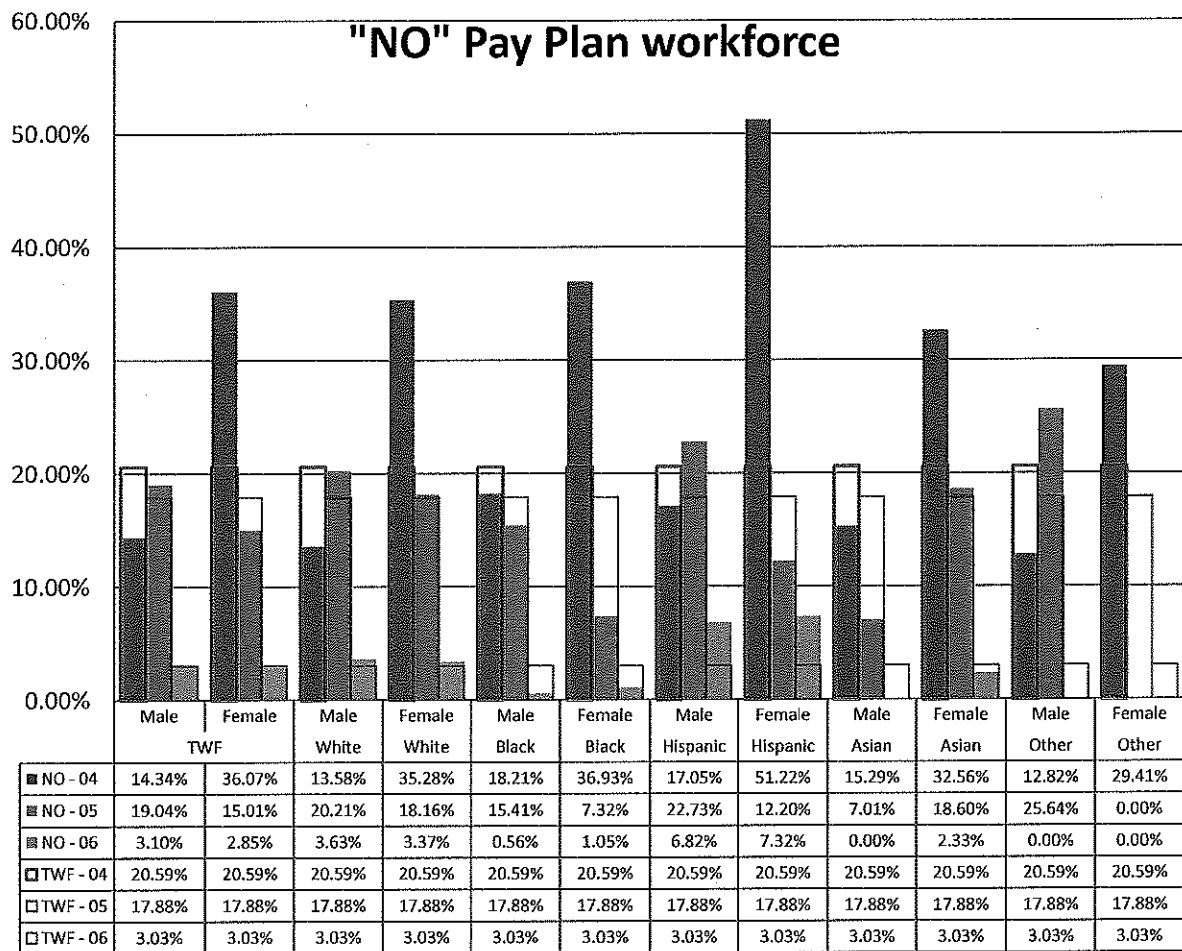
Male Affinity Groups	2210	855	1550	343	856	340	854	346	1102
Hispanic Males				-1.00%	-1.00%			-3.00%	

Workforce by Grade Level (A4)

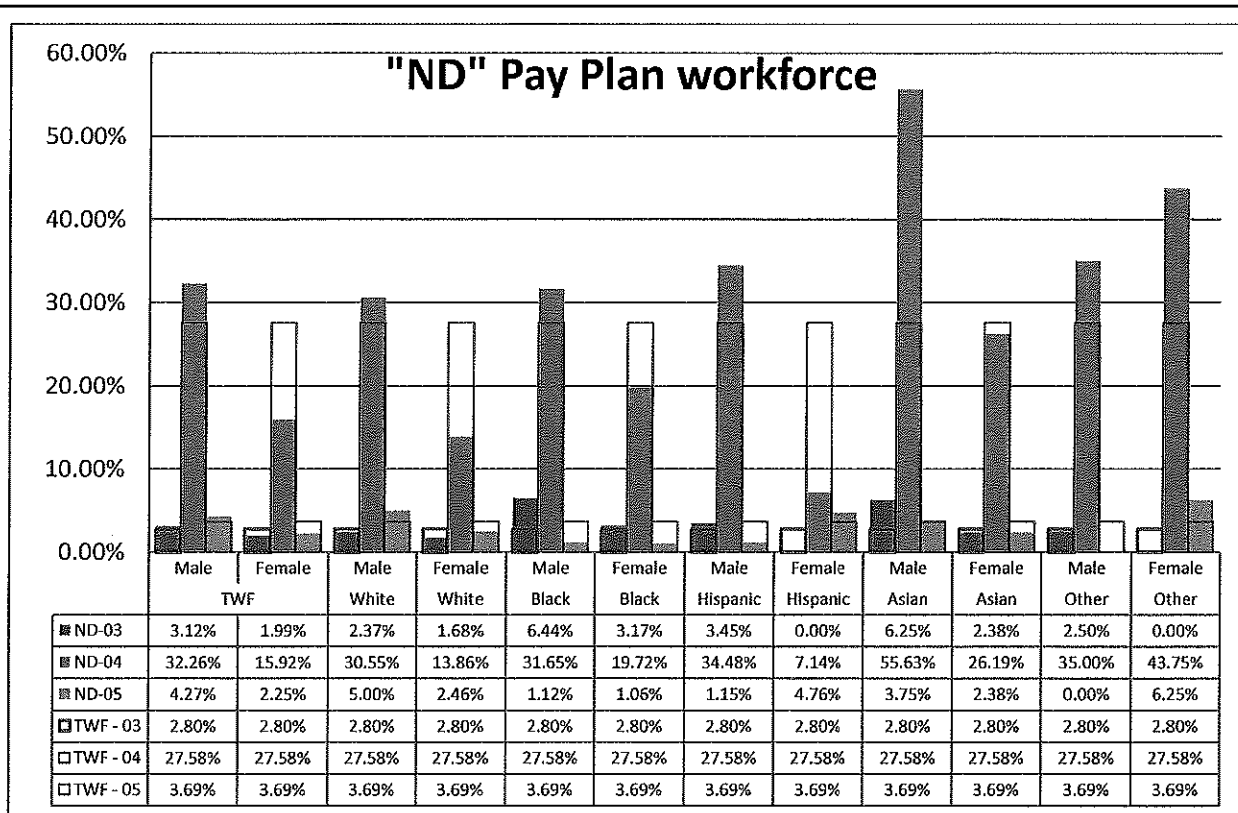
Analysis of the workforce by Grade level compared the major STRL Grade levels across SSC Atlantic's major Pay Plans - NOs, NDs, and NMs. The Relevant Civilian Labor Force in this analysis is the Command total participation in each grade (in TWF) compared to the participation rate in each Affinity Group.

This table doesn't show if we have the right number of people in each Affinity Group, but with the current participation, are the Affinity Groups proportional across bands. For example, 27.58% of the TWF are ND-04s. Is 27.58% of the workforce in each Affinity Group ND-04s?

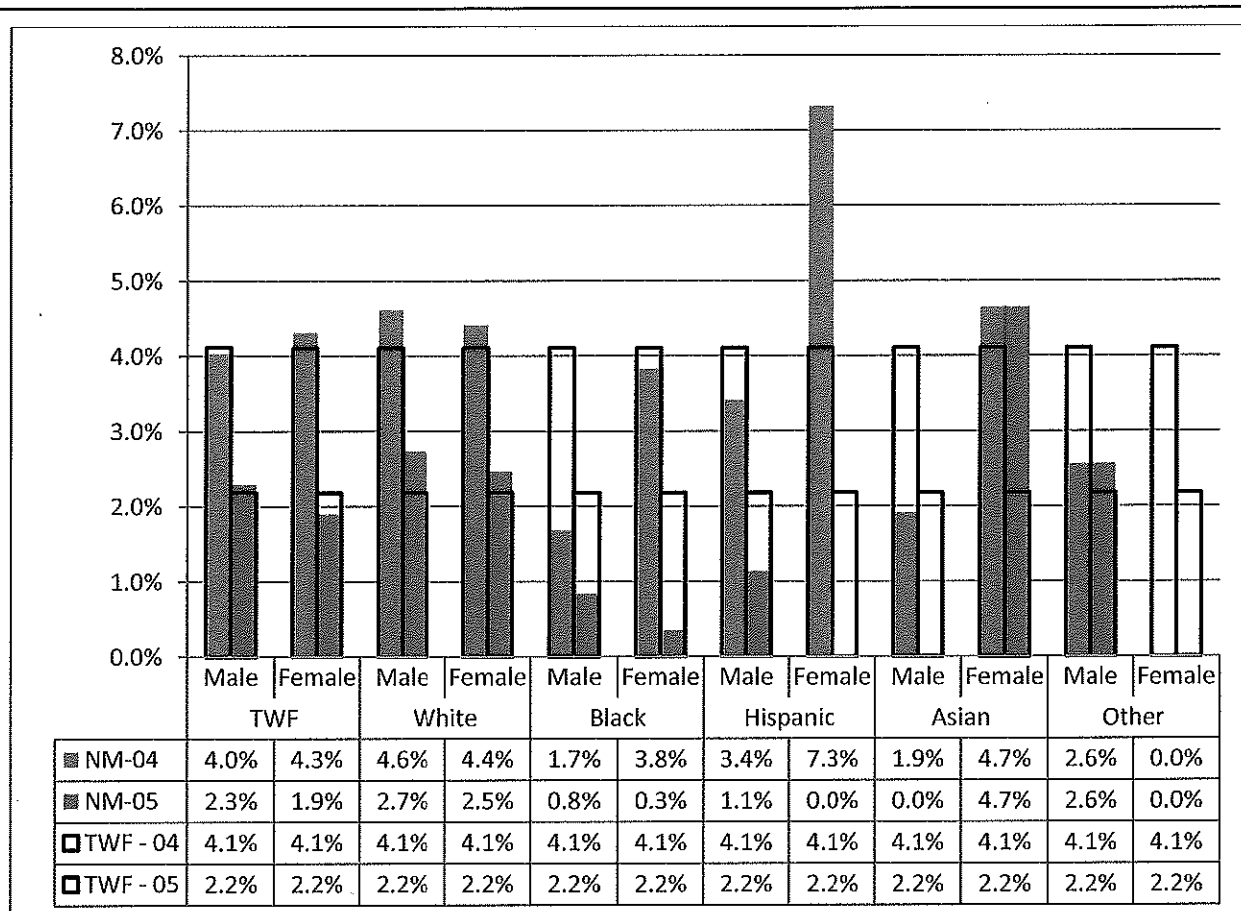
In this analysis, consideration is made to the NO-06, ND-05, and NM Pay Plans. These Pay Plans are primarily the command leadership and are the higher grade pay plans in the command reaching into the GS-14 and GS-15 pay plans.



Analysis of the NO Pay Plan shows many potentially low participation areas. NO-03s are primarily feeding into NO-04s and NO-04s are primarily feeding into NO-05s. Focus on Hispanic Males shows low participation rates at the low band of NO-04s, but higher participation at the next two higher bands.



Analysis of the ND Pay Plan also shows potential areas of low participation. Focus on Hispanic Males shows higher participation rates in ND-03 and ND-04, but Lower Participation Rates for the high pay band ND-05. The difference is 3.69% for the Command but only 1.15% for Hispanic Males. The 2.5% difference accounts for about 2 people.



Analysis of the NM Pay Plan also shows potential areas of low participation. Focused analysis of Hispanic Males shows low participation for both NM-04 and NM-05 pay bands. The .7% difference in NM-04s and 1.1% difference for NM-05s each account for one person or less. There is low participation in the leadership or higher pay bands for Hispanic Males and should be investigated further.

Comparing the Affinity groups workforce and their representation in the different grade levels/pay bands against the overall workforce revealed that in every grade level/pay band. The Hispanic Male population was below the overall workforce PR in the NO-04 and ND-05 grade levels/pay bands. The NO-06 grade level/pay band is considered a high band grade level and it is noted that the Hispanic Male PR was positive 4.96%.

The analysis indicated that the Affinity groups are not represented proportionately in the different grade groups when compared to the rest of the workforce. The majority of the Command's work force is in the ND-04 Pay band, as are the majority of the Male Work force.

		ND-04	NO-04	NO-05	NR-04	ND-05	NO-06
Hispanic Males	P	29	15	22	6	1	6
	%	2.61%	1.84%	3.02%	2.26%	0.68%	4.96%

Difference	P	6	(-2.88)	4.47	0.14	(-2.54)	3.37
	%	6.90%	(-3.31%)	5.14%	16.00%	(-2.21%)	3.88%

Comparing the Affinity groups workforce and their representation in the different grade levels/pay bands against the overall workforce for managerial/supervisory level positions, e.g. NM-03, NM-04, NM-05, and NM-06, Hispanic Male PR are below the workforce participation rate in NM-04 and NM-05 grade levels/pay bands.

		NM-03	NM-04	NM-05	NM-06
Hispanic Males	P	--	3	1	--
	%	--	1.80%	1.10%	--
	P	--	(-.58)	(-.90)	--
	%	--	(-.66%)	-1.03%	--

Occupational Categories (A3):

A review of Table A3 shows the relationship of OPM Series Classifications to industry Occupational Categories. The participation rate of Hispanic Males is so low it is difficult to identify major rate differences. The greatest number of Hispanic Males however, is in the Other Officials and Managers, and the Professionals categories. See Table Below.

Table Occupational Categories

Occupational Category		All	Total Workforce		Hispanic Male
			Male	Female	
Officials and Managers -Executive/Senior Level (Grades 15 and Above)	#	89	67	22	1
	%	100%	75.28%	24.72%	1.12%
Mid-Level (Grades 13-14)	#	166	116	50	3
	%	100%	69.88%	30.12%	1.81%
Other Officials and Managers	#	1,072	522	550	21
	%	100%	48.69%	51.31%	1.58%
Professionals	#	2,203	1,767	436	57
	%	100%	80.21%	19.79%	2.59%
Technicians	#	370	351	19	5
	%	100%	94.86%	5.14%	1.35
Administrative Support Workers	#	99	34	65	1
	%	100%	34.34%	65.66%	1.01%

Accessions (A8) and Separations (A14)

An assessment examining the participation rates, Accession Rate (AR) and Separation Rate (SR) of Hispanic Males over the last five reporting periods was conducted. The Delta of the AR and the SR is not conclusive due to the how these two items are defined. What can be drawn from the assessment is that the rate of separations has been greater than the accessions in 4 out of the last 5 years. The difference is minimal, but if this trend continued, over time it could have a negative impact on the Hispanic Male PR. Although Hispanic Males population is less than the NCLF, the PR exceeds the Local Civilian Workforce.

Hispanic or Latino Males					
Reporting Period	Population	Accession Rates	Separation Rates	Delta	Relevant Civilian Workforce RCLF
FY16	2.15%	1.03% 3	1.49% 4	-1	1.60%
FY15	2.12%	0.96% 4	1.91% 5	+1	1.60%
FY14	1.99%	0.80% 1	2.76% 8	-7	1.60%
FY13	2.04%	1.79% 7	1.78% 5	+2	1.60%
FY12	1.64%	1.74% 11	1.92% 5	+6	1.60%

		Separations					Accessions				
Year		All	Total Workforce		Hispanic Male	% Total Male Workforce	All	Total Workforce		Hispanic Male	% Total Male Workforce
			Male	Female				Male	Female		
16	#	195	130	65	2		251	180	71	2	
	%	100%	67%	33%	1.03%	1.5%	100%	72%	28%	0.8%	1%
15	#	197	132	65	4		340	246	94	1	
	%	100%	67%	33%	2.03%	3%	100%	72%	28%	.29%	.4%
14	#	228	139	72	6		86	61	25	0	
	%	100%	61%	32%	2.63%	4.3%	100%	71%	29%	0%	0%
13	#	167	110	44	1		295	214	81	1	
	%	100%	66%	26%	.60%	0.9%	100%	73%	27%	.34%	.4%
12	#	193	123	51	5		567	383	171	0	
	%	100%	64%	26%	2.59%	4%	100%	68%	30%	0%	0%

Trending Separations/Accessions

RP 2016, greater separations than gains, gains were more than the previous RP, and separations were less than the previous RP

RP 2015, greater separations than gains, gains were more than the previous RP of 0, separations were less than the previous reporting period.

RP 2014, greater separations than gains, gains were less than the previous year; however, separations were significantly higher than the previous reporting period.

RP 2013, greater separations than gains; they both equaled 1, but the percentage of separations was greater. Separations were lower than the previous RP, and gains were more than the previous RP.

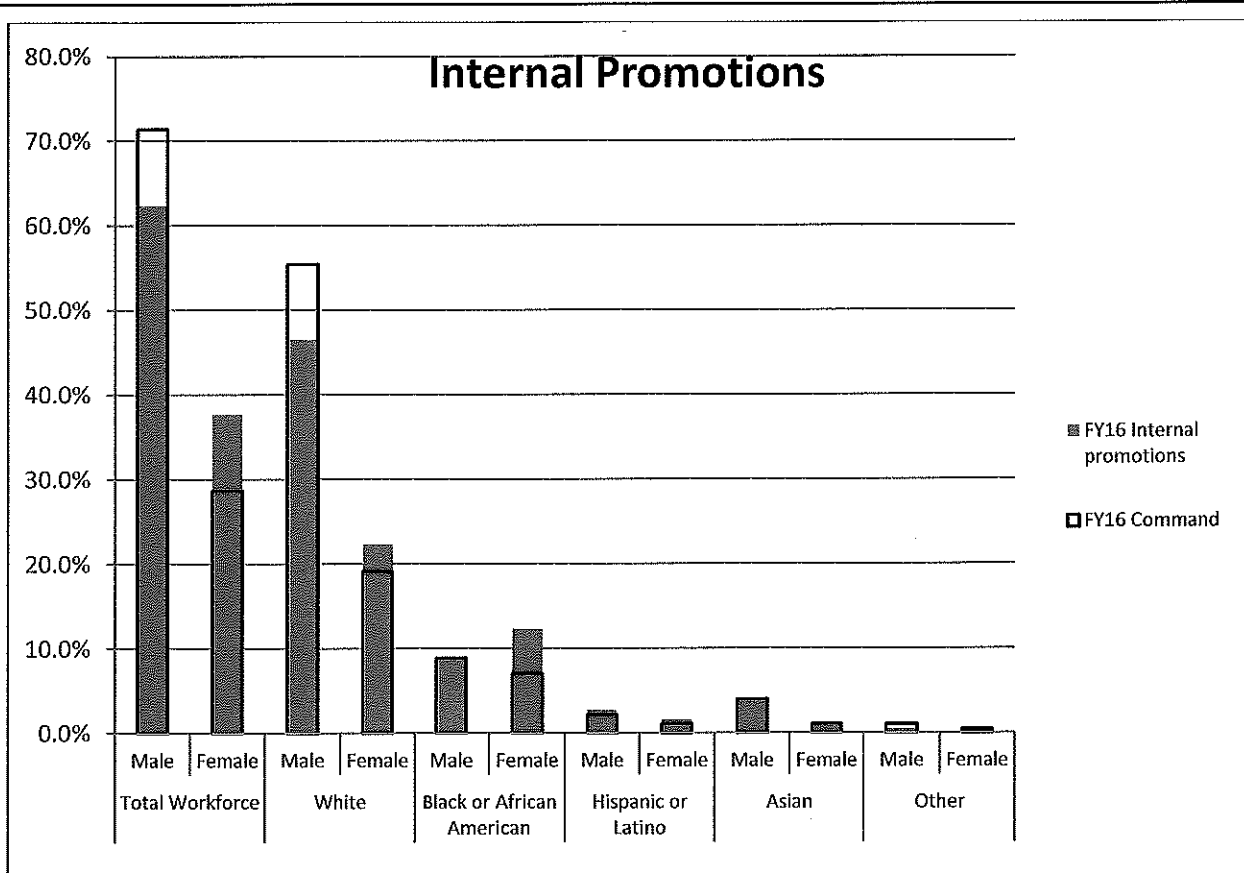
RP 2012, greater separations than gains for the RP.

SSC Atlantic conducted a Nature of Action (NOA) analysis. However, the data was insufficient / inconsistent to derive a conclusion.

Internal Competitive Promotion

All Internal Promotions

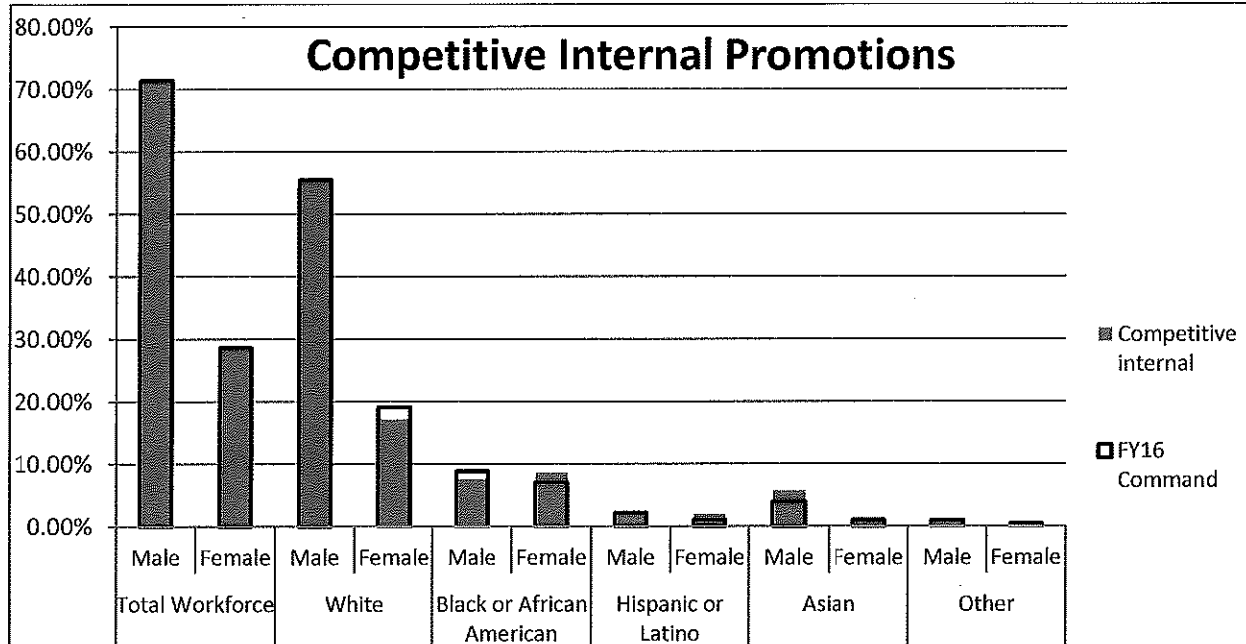
The Internal promotions analysis included all Internal Processed Actions with an NOA "Promotion" 702 or NOA "Promotion NTE" 703. The data and participation was compared to the TWF participation rates.



Hispanic Male Affinity Groups has a comparable or higher rate of promotions.

Competitive Internal Promotions

When looking at Competitive Internal Promotions, analysis included all internal processed actions with NOA 702 and Legal Authority Reg 335.102 Comp.



Hispanic Male Affinity Groups has a comparable or higher rate of promotions.

Conclusion:

Summary:

This Part "I" entry is based on contrasting SSC Atlantic's total workforce, total male workforce, and the Hispanic Male affinity group. Data reviewed spanned 5 years, 2012 through 2016 with a focus on 2016.

SSC Atlantic's total male workforce appears to be stable at about 71% of the total (male & female) workforce and the Hispanic Male affinity group stable at about 2% over the same 5 years of data reviewed. Accessions tend to be less than Separations and over time may impact the population of Hispanic Males. Separations exceeded Accessions 4 of the 5 years analyzed.

Industry's occupational work groups were compared to the Government's Classification Series grouping series where appropriate. The PR of Hispanic Males is highest in the Other Officials and Managers, and the Professionals categories. Comparing the Affinity groups workforce and their representation in the different grade levels/pay bands against the overall workforce revealed that in every grade level/pay band, the Hispanic Male population was below the overall workforce PR in the NO-04 and ND-05 grade levels/pay bands. The NO-06 grade level/pay band is considered a high band grade level and it is noted that the Hispanic Male PR was positive 4.96%.

The analysis indicated that the Affinity groups are not represented proportionately in the different grade groups when compared to the rest of the workforce. The majority of the Command's work force is in the ND-04 Pay band, as are the majority of the Male Work force. Examination of Hispanic Males shows higher participation rates in ND-03 and

ND-04, but Lower Participation Rates for the high pay band ND-05.

Comparing SSC Atlantic to the 2010 Census would reflect a lower than expected PR for Hispanic Males. However the RCLF comparison does not lead to the same result or conclusion. Based on the RCLF, Hispanic Males are above the expected PR for this Affinity Group. Because there is a trend of Separations exceeding Accessions, it would be concerning that a continuation of this trend would eventually negatively impact the PR. The overall percentage of Hispanic Males in the SSC Atlantic population is so small, that it is difficult to make sweeping conclusions. The increase of 1 person, can double the Accession Rate in some years, for example. There does not appear to be a barrier for this affinity group, but there are efforts that can be made to increase the number of opportunities to engage this Affinity Group when hiring and recruiting.

Our RCLF indicates that based on the PR of this Affinity Group in the region we draw our applicants we are actually exceeding the expectation.

Recommendation:

-

(b)(5)

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		FY 2017 Plan 1-4 (Individuals with Targeted Disabilities)
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>SSC Atlantic continues to have a low participation rate of Individuals with Targeted Disabilities (IWTD).</p> <p>Based on a review of the SPAWARSSYSCOM workforce data tables the participation of individuals with targeted disabilities in the entire SPAWARSSYSCOM workforce is 1.0%, whereas the Department of Defense and Department of the Navy goal is 2.00%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>During the reporting period, SSC Atlantic assembled a Barrier Analysis Team (BAT) Working Group. The team is composed on managers, supervisors, and employees.</p> <p>Information provided by the SSC LANT BAT revealed that a substantial barrier analysis needs to be conducted to identify the root cause of the low participation of IWTD.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>To date no policy, practice or procedure has been identified as a barrier resulting in the low participation rate of IWTD.</p>	

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Initiate barrier analysis into the low participation rate of IWTD in the SSC Atlantic workforce.	
RESPONSIBLE OFFICIAL:	SSC Atlantic Deputy EEO Officer (DEEOO), Director of Civilian Human Resources, Human Resources Directors, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, senior leadership, supervisors and managers, and employees.	
DATE OBJECTIVE INITIATED:	1 November 2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 June 2017	
EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
1. SSC LANT DEEOO will engage the Command to form a Barrier Analysis Team/Integrated Process Team to conduct a barrier analysis effort on the low participation of IWTD.	31 October 2017	
2. SPAWARSSCOM CDEEOO will provide appropriate personnel Barrier Analysis Training.	01 November 2016	
3. SSC LANT will conduct barrier analysis into the low participation rate of IWTD.	31 November 2016- 30 January 2017	
4. SSC LANT will provide quarterly updates on their barrier analysis efforts to the SPAWARSSCOM CDEEOO.	31 January 2017 30 April 2017 31 July 2017 31 October 2017	

5. SPAWARSSYSCOM CDEEOO will evaluate the SSC Atlantic barrier analysis accomplishments for 2016 to develop future barrier analysis initiatives.

Ongoing

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

1. **Planned Activity: Completed:** In May 2016 SSC LANT assembled a Barrier Analysis Team (BAT) Working Group. The compositions of the team were Tier III and Tier IV Competency leads, along with EEO staff and a Tier IV serving as the Champion. Subgroups were also assembled to begin the Barrier Analysis process to determine if SSC LANT has a low participation rate of IWTD.
2. **Planned Activity: Completed:** On June 14-15, 2016 Barrier Analysis Training was conducted by the Command Deputy EEO Officer. The training was provided to the BAT working group for FY16-FY17. The training objective was to provide training on the Barrier Analysis Process and learn how to identify and eliminate barriers in the workplace. Team members also learned how to interpret Workforce Data Tables. The CDEEOO is also providing on-going training as needed. In the absence of a Deputy EEO Officer, the Command Deputy EEO Officer has increased training and technical expertise to SSC LANT EEO staff, management and the Barrier Analysis working group members. He has also provided continuous training and guidance in other areas of Equal Employment Opportunity.
3. **Planned Activity: Completed.** The SSC Atlantic Barrier Analysis Team working group began assessing the workforce data tables. Each member of the group was assigned an element of the employee work-cycle. These included but not limited to Recruitment (B1 & B2); Hiring and Placement (B3, B4, B6 & DIS Accessions raw data); Advancement Opportunities Promotions (B10); Employment Development and Training (B12); and Awards & Recognition (B13); Separations (DIS Separations raw data); as it relates to the IWTD. The results obtained serve as a baseline to identify possible areas where barriers may exist. The team is also conducting interviews and looking at other resources to determine if triggers and/or barriers exist. The team will develop a plan of action to conduct barrier analysis to determine the root cause of any deficiencies that may be impeding opportunities for IWTD.
4. **Planned Activity: Completed:** A permanent schedule has been developed for the Deputy EEO officer to meet and inform Command Deputy EEO Officer on a quarterly basis.
5. **Planned Activity: Not applicable for SSC LANT:** Action will be accomplished by SPAWARSSYSCOM CDEEOO

This page left blank intentional

**SSC LANT
EEO Program Status Report**

**FY 2018
Part I**

**Plans to Eliminate Barriers
For 2018**

EEOC FORM 715-01 PART I	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
SSC LANT		Reporting Period 2018 Plan
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>This Part I plan replaces all previous Part I plans developed in 2017.</p> <p>In previous reporting periods, Part I plans were developed to align with anticipated Department of the Navy (DON) requirements. In the DON 2017 Part I Plan I-1, the DON EEO Office did not require Major Commands to conduct barrier analysis on Hispanic Males, Hispanic Females, White Females, and Individuals with Targeted Disabilities. Historically, the DON EEO Office has instructed Major Commands to conduct barrier analysis in the above mentioned groups and report on those efforts.</p> <p>During this reporting period, the DON EEO Office required Commands to identify their top 5 most significant triggers. The SPAWAR Command Deputy EEO Officer required each SPAWAR Systems Center (SSC) to identify their five most significant triggers.</p> <p>SSC LANT identified the following as our most significant triggers:</p> <ol style="list-style-type: none"> 1. Recruitment of Individuals with Targeted Disabilities 2. Promotions and Internal Selections of Black Males 3. Promotions and Internal Selections of Black Females 4. Promotions and Internal Selections of Asian Males 5. Promotions and Internal Selections of Hispanic Males <p>SSC LANT also reported a low participation rate of Individuals with Targeted Disabilities (i.e., 1.08%). A review of their accession data revealed that during the reporting period only 0.80% of new hires were individuals with targeted disabilities.</p> <p>SSC LANT examined their workforce data tables by grade level and determined that the Black Males, Black Females, Asian Males, and Hispanic Males had low participation rates at higher grade positions. A further review of the workforce data revealed that the groups identified above had a high participation rate in the grade levels immediately below the high graded positions (i.e. the feeder grades). The high participation in feeder grade levels, but low participation in high graded positions warrants further analysis.</p>	

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

During the current reporting period, barrier analysis focused predominately on data analysis. SSC LANT was also required to determine our relevant civilian labor force (RCLF) to more accurately determine which demographic groups had low participation rates and the severity of the low participation.

SSC LANT Barrier Analysis Team (BAT) created working groups for individuals with disabilities, Hispanic Males, Hispanic Females, and White Females. Each group began assessing the workforce data tables. Each member of the group was assigned an element of the employee work-cycle. These included but were not limited to Recruitment, Hiring and Placement, Advancement Opportunities and Promotions, Employee Development and Training, Awards and Recognition, and Separations.

Hispanic Males

Based on the SSC LANT RCLF, the BAT determined that Hispanic Males do not have a low participation rate. Prior to the reporting period the National Civilian Labor Force had been used to determine whether demographics groups had a low participation. The NCLF for Hispanic Males is 5.17%; however, Hispanic Males represent 1.60% of the population in the SSC LANT Atlantic RCLF. Hispanic Males represent 2.15% of the SSC LANT workforce. The analysis of SSC LANT's major occupations showed that Hispanic Males did not have a low participation rate when all major occupations were aggregated. Using the NCLF, Hispanic Males in the SSC LANT population had low participation in eight major occupations; when the SSC LANT workforce was compared to the RCLF Hispanic Males had low participation rates in only three major occupations.

As described above, SSC LANT conducted an analysis by grade level in the various pay bands in the Science and Technology Reinvention Laboratory (STRL) systems. The analysis revealed that despite a high participation rate of Hispanic Males in the feeder groups in two pay bands that lead to high graded positions; Hispanic Males had a low participation in the high graded positions in those pay bands.

Analyses were also conducted into accessions, separations, and internal promotions.

Hispanic Females

SSC LANT BAT determined that the RCLF for Hispanic Females was 1.47%. The NCLF for Hispanic Females is 4.79%. Even with the lower participation rate in the SSC LANT RCLF, Hispanic Females have a low participation rate in the workforce (i.e., 1.04%). Hispanic Females also had a low participation in the SSC LANT major occupations, in the aggregate. The analysis of Hispanic Females in high grade positions

revealed that they have a high participation in two of three pay bands. The pay band in which they do have a low participation rate, the disparity between the RCLF is one position.

White Females

SSC LANT BAT determined that the RCLF for White Females was 32%, compared to 34.03% for the NCLF. White Females compose 19.11% of the SSC LANT workforce population. White Females also have a low participation rate in the SSC LANT major occupations, as an aggregate. The analysis of White Females in high grade positions revealed that they have high participation in two of three pay bands. The pay band in which they do have a low participation rate, the disparity between the RCLF is one position.

Individuals with Targeted Disabilities

As reported above, individuals with targeted disabilities comprise 1.09% of the SSC LANT workforce, which is below the 2% goal. The separation rate of individuals with disabilities is higher than the accession rate. Increased participation rates in the last three reporting periods have resulted from revalidation efforts, not from hiring. The low participation rate is specifically in the higher grade levels.

The results obtained in 2017 will serve as a baseline to identify possible areas where barriers may exist. In 2018, the BAT will conduct interviews and look at other resources to determine whether or not other triggers or barriers exist. The BAT will develop a plan of action to conduct additional barrier analysis to determine the root cause of identified triggers that may be impeding equal employment opportunity.

Civilian Merit Promotion

During the reporting period, the BAT did not solely focus on the groups above, but also reviewed data for all racial/ethnic and gender groups. As reported above, several groups had low participation rates in high grade positions. Based on the data analysis associates with the EEO Program Status Report, EEO complaint activity, command climate survey data, and anecdotal evidence, the BAT determined that in the absence of a Hiring Procedures, hiring practices and processes had not been consistently applied across the command. As a result, SSC LANT issued a Civilian Merit Promotion Plan (SSC LANT INST 12330.3). The instruction established policy for the formation, function and execution of recruitment procedures to include selection and interview panels, reference checks, and interview protocols. The instruction requires the Deputy EEO Officer to select a Command Hiring Representative from a cadre of trained representatives to observe and identify violations of EEO regulations and hiring barriers in the selection process. The Command Hiring Representative is a voting panel member.

	<p>The results obtained in 2017 will serve as a baseline to identify possible areas where barriers may exist. In 2018 the BAT will conduct interviews and look at other resources to determine whether or not other triggers or barriers exist. The BAT will develop a plan of action to conduct additional barrier analysis to determine the root cause of identified triggers that may be impeding equal employment opportunity.</p> <p>The use of direct or expedited hiring authorities will continue to be monitored to determine if a potential to barrier EEO exists.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Based on the data analysis associates with the EEO Program Status Report, EEO complaint activity, command climate survey data, and anecdotal evidence, the BAT determined that in the absence of a Hiring Procedures, hiring practices and processes had not been consistently applied across the command.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>SSC LANT will conduct barrier analyses into the most significant triggers identified in Table T of the Executive Summary.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>SSC LANT Deputy EEO Officer (DEEEO), Barrier Analysis Team/Tactical Action Team (TAT), Human Resources Director, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, senior leadership, supervisors and managers, and employees.</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>15 December 2017</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>30 June 2018</p>

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
1. Based on SSC LANT's most significant triggers from command's Executive Summary, template T, we will develop a plan to execute our barrier analysis efforts to identify policies, practices, or procedures that limit or tend to limit equal employment opportunity for particular groups. SSC LANT's command plans will be provided to the SPAWAR Command Deputy EEO Officer (CDEEOO).	26 January 2018	
2. SSC LANT will submit to the CDEEOO Quarterly Barrier Analysis Updates documenting their progress in the barrier analysis efforts and execution of the barrier analysis plan.	30 January 2018 20 April 2018 20 July 2018 19 October 2018	
3. CDEEOO will provide feedback to SSC LANT Quarterly Barrier Analysis Updates.	20 February 2018 11 May 2018 10 August 2018 9 November 2018	

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

This page left blank intentional

**SSC LANT
EEO Program Status Report**

**FY 2017
Part J**

**Report of Accomplishments on
Special Plan for the Recruitment,
Placement and Advancement of
Individuals with Targeted
Disabilities**

FY17 Part J Report for SPACE SYSTEMS COMMAND ATLANTIC (SSC LANT)

Instructions: As most of these questions are new to this MD-715 reporting cycle, the answers will serve as a baseline for your respective Disability Program to build upon in future cycles and should not be interpreted as requirements at this time. The cells requesting a percentage will auto-calculate if the previous associated cells have been entered (for example, cells E14 through E16 will auto-calculate if E7 through E11 have been entered). The cells requesting a Yes/No response can be selected from the drop-down function when clicking on the cell. All figures and responses below should pertain to actions within the period with which you are reporting, and note that ALL IWD figures are inclusive of IWTD figures. Please refer to Column J for a quick reference on where you can find the requested data.

IWD & IWTD Participation Rates

	Participation Rates	IWD Participation Rate	IWTD Participation Rate
	<i>Example Format:</i>	10.90%	0.64%
1	FY2013	12.4%	0.69%
2	FY2014	12.6%	0.64%
3	FY2015	15.6%	80.00%
4	FY2016	18.5%	1.09%
5	FY2017	18.7%	1.09%
	<i>Example Format:</i>	10%	1%
6	Change (FY13-FY17)	51%	58%
7	Change (FY14-FY17)	48%	70%
8	Change (FY15-FY17)	20%	-99%
	<i>Example Format:</i>	10%	1%
9	GS-01 thru GS-10 (& equivalent)	31.0%	1.000%
10	GS-11 thru GS-15 (& equivalent)	17.3%	1.100%

	Highest/Lowest	LOWEST IWD Participation	HIGHEST IWD Participation	LOWEST IWTD Participation	HIGHEST IWTD Participation
	<i>Example Format:</i>	<i>GS-7</i>	<i>GS-9</i>	<i>GS-7</i>	<i>GS-10</i>
11	Grade Level*	GS-3	GS-6	GS-4,7,8 do not have participation	GS-3, GS 11
	<i>Example Format:</i>	<i>1102</i>	<i>0803</i>	<i>0343</i>	<i>0260</i>
12	Major Occupation*	0801	0086	0801 and 1102	0303, 2210

* If a tie, enter all the relevant answers.

Civilian Workforce Life-Cycle Processes:

	Recruitment	YES/NO	If YES, how many hires were made directly as a result:	Does your command plan to do so in FY18?
13	Did your command <u>attend</u> recruitment fairs for IWD seeking employment?	YES	0	YES
14	Did your command <u>host</u> recruitment fairs for IWD seeking employment?	NO		
15	Did your command <u>attend</u> recruitment fairs SPECIFICALLY TARGETING IWTD seeking employment?	NO		
16	Did your command <u>host</u> recruitment fairs SPECIFICALLY	NO		

	TARGETING IWTD seeking employment?		
	What can the command do in FY18 to have a higher return on investment?:		
17	Based on the historical applicant information, identify positions within SSC LANT to fill at the Careers for DisABLED recruiting event, as well as other Veteran recruiting events. Conduct a special Hiring Panel for these candidates.		
18	Did your command utilize programs or resources that identify job applicants with disabilities, e.g. the OPM Shared List (also known as "The Bender List") or Workforce Recruitment Program (WRP), during this reporting period?	YES	
19	Does the command plan to utilize such programs in FY18 as a recruitment source to recruit IWD and IWTD?	YES	
20	Did your command conduct outreach with organizations that specialize in providing assistance to IWD and IWTD in securing employment, e.g. vocational rehabilitation agencies, disability or career offices at local universities, etc.? For the purposes of this question, "outreach" is intended to mean active correspondence involving the engagement by both parties (agency and such external organizations).	NO	
21	Does the command plan to conduct outreach in FY18?	YES	
	If Question #20 was answered with a YES, please describe your efforts/contacts below. If not, enter "N/A" below.		
22	N/A		

	Application & Pre-Employment	IWD	IWTD	Overall Workforce
23	Number of Total Vacancies Announced	N/A	N/A	N/A
24	Number of Applications Received*			
	*If unable to determine how many IWDs or IWTDs have applied, please describe, in #25 below, the limitations leading to the absence of such data. If there were no limitations, enter "N/A".			
25	Applications are collected via USA Staffing. We do not have access to the database to collect the data being requested.			
	Example Format:	10.90%	0.64%	N/A
26	IWD & IWTD Application Rates			N/A
27	Number of Vacancy Announcements that included Schedule A(u) as an Area of Consideration			N/A
	Example Format:		0.64%	
28	Percentage of Vacancy Announcements that included Schedule A(u) as an Area of Consideration			#VALUE!

29	How many Reasonable Accommodation requests were made FOR THE APPLICATION PROCESS?	0
30	If unable to answer #29, above, is your unit in a position to track Reasonable Accommodation requests made for the application process in FY2018?	NO
31	Total number of rescissions of conditional job offers	1
32	Number of rescissions of conditional job offers as a result of failed pre-employment physical or medical examination	0
33	Number of rescissions of conditional job offers as a result of failed pre-employment physical or medical examination WHERE REASONABLE ACCOMMODATION WAS EXPLORED AS A RESULT	0
*If unable to determine the <u>number of rescissions</u> above, please describe, in #34 below, the limitations leading to the absence of such data. If there were no limitations, enter "N/A".		
34	N/A	

	Selections	IWD	IWTD	Overall Workforce
35	Number of Selections	20	0	N/A
	<i>Example Format:</i>	11%	1%	N/A
36	Compared to the total number of selections, what was their respective Selection Rate?	15%	#VALUE!	N/A
*If unable to determine how many IWDs or IWTDs have been <u>selected</u> , please describe, in #37 below, the limitations leading to the absence of such data. If there were no limitations, enter "N/A".				
37	N/A			

	Hiring	IWD	IWTD	Overall Workforce
38	Number of Total Hires	20	0	283
*If unable to determine how many IWDs or IWTDs have been <u>hired</u> , please describe, in #39 below, the limitations leading to the absence of such data. If there were no limitations, enter "N/A".				
39	N/A			

40	Number of <u>Hires</u> made via Schedule A(u)	3
	Example Format:	0.64%
41	Percentage of <u>Hires</u> made via Schedule A(u)	1.1%
42	Number of <u>Hires</u> made via the 30% or more Disabled Veteran hiring authority	17
	Example Format:	0.64%
43	Percentage of <u>Hires</u> made via the 30% or more Disabled Veteran hiring authority	6.0%

If Question #18 ("Bender List" & WRP Question) was answered with a YES, answer Questions #44-47 with the actual figures. If Question #18 was answered with a NO, answer with "N/A":

44	From which programs were Permanent hires made?	SPAWAR Recruitment Tracking Database (RTD)	
45	Number of Permanent hires made from these programs	1	
46	From which programs were Temporary hires made?	RTD	
47	Number of Temporary hires made from these programs	6	

	Reasonable Accommodation	YES/NO
48	Do supervisors within your command obtain Reasonable Accommodation training through the TWMS training module?	NO
49	Does your command provide Reasonable Accommodation training separate from the TWMS training module?	YES
	If Question #49 was answered with a YES, please describe the non-TWMS training (curriculum, method/frequency of delivery, etc.):	
50	RA training material provided by CDEEO; training held at various times or upon request either quarterly, monthly brown bag sessions, Competency all-hands, or during site visits.	
51	Aside from training during new employee orientation, does your command notify employees through other means of the provision of Reasonable Accommodation and the Reasonable Accommodation point(s) of contact?	YES
	List all methods, other than new employee orientation training, through which your command notifies employees of the provision of reasonable accommodation and the Reasonable Accommodation point of contact(s). (For example: Official bulletin postings, on the command's Portal page, etc.):	
52	Official bulletin postings, SSC LANT EEO COG and Competency all-hands forums.	

53	Total number of reasonable accommodation requests processed during this reporting period (must be the same as Part G, Question 40 Notes):	49	Percent age
54	In how many of those requests was the determination (of whether to accommodate or not) made within 30 days?	38	76%
55	In how many of those requests was the the employee accommodated in his/her position of record?	49	100%
56	How many of those requests led to reassignment (i.e. employee could not be accommodated in position of record)?	0	
57	How many of those requests resulted in the employee's separation?	0	
58	How many reasonable accommodation requests were denied?	0	
	Detail any identified trends or notable reasons for reasonable accommodation request denials:		
59			

Accessibility		YES/NO
60	During this reporting period, did the command fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	YES
	If so, please list/describe the projects. (If none, enter "N/A")	
61	Design Only: B 3410 Renovation (NISE funded), B 3458 Renovation (NISE funded), B 3412 (NISE funded) V53 Room 202 renovations included ramps for access - FY 17 project (NISE funded)	
62	Do employees across the command know whom to contact to address accessibility issues with respect to physical infrastructure?	YES
	If Question #62 is answered YES, then indicate, below, how they know:	
63	Facilities and Safety continually communicate with employees via face-to-face and training; Facilities Help Desk is widely known and used.	
64	Do employees across the command know whom to contact to address accessibility issues with respect to information and communication technology?	NO
	If Question #64 is answered YES, then indicate, below, how they know. (If #64 is NO, then enter "N/A"):	
65	N/A	

Section 504, 508, & Architectural Barriers Act Complaints		504	508	ABA
66	How many formal complaints in each area were received from OEOO	0.00%	0.00%	0.00%

	between FY2015 and present?		
	If you have received any, have these complaints been closed? Why or why not? (If none received, enter "N/A"):		
67	N/A		

	Advancement	
68	Number of Schedule A(u) hires <u>converted this reporting cycle into</u> Career-Conditional Employment in the competitive service	7.0%
		YES/NO
69	Did your command conduct dedicated efforts to ensure that employees with disabilities are informed of and have opportunities to enroll in relevant training?	NO
	If so, please describe the efforts. (If none, enter "N/A")	
70	N/A: Opportunities were advertised for all employees via Training and Supervisors but no 'dedicated' efforts were taken for targeted group.	
71	Does your command have a mentoring program for employees with disabilities?	NO
	If so, please describe the program. (If none, enter "N/A")	
72	N/A; Mentoring program exist for all employees but no 'dedicated' program for targeted group.	

	Separations	IWD	IWTD	Overall Workforce
	<i>Example Format for (13)</i>	2.70%	3.27%	1.94%
73	Separation Rates	17.14%	2.14%	18.08%
74	Compared to Overall Workforce	<i>IWD separation rate is lower</i>	<i>IWTD separation rate is lower</i>	N/A
75	Number of Schedule A(u) hires <u>terminated this reporting cycle during</u> their probationary period (prior to being converted into the competitive service)			0

	References Used	YES/NO
	Please note the following sources of disability-related information that you examined for compiling this report, and list any others you used:	
76	A1 – A14 data tables	NO

77	B1 – B14 data tables	YES
78	Applicant Flow Data	NO
79	Schedule A(u) Hires data	NO
80	Schedule A(u) Conversion data	NO
81	30% or more Disabled Veteran Hires data	NO
82	Reasonable Accommodation data	YES
83	Reasonable Accommodation training data	YES
84	Exit Interviews/Surveys	NO
Other sources: (If none, enter "N/A")		
85	N/A; Note: A1 - A14 data tables were not used because B tables had the same info as A's but with disability information.	

Policies, Practices & Procedures Examined		YES/NO
	Please note all of your command's policies, practices and procedures that you examined this FY in order to identify barriers:	
86	Merit promotion	YES
87	Training	NO
88	Career development	NO
89	Mentorship	NO
90	Employee recognition & awards	NO
91	Reasonable accommodation	YES
92	Leave (e.g. annual leave, sick leave, Family Medical Leave Act, etc.)	NO
Other: (If none, enter "N/A")		
93		



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS CENTER ATLANTIC
P.O. BOX 190022
NORTH CHARLESTON, SC 29419-9022

IN REPLY REFER TO:

5354
Ser 80B/02473
27 JUL 2017

From: Commanding Officer, Space and Naval Warfare Systems Center Atlantic

Subj: EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

1. The Executive Director and I are committed to our Navy's Equal Employment Opportunity (EEO) Program. It is the policy of Space and Naval Warfare Systems Center (SPAWARSYSCEN) Atlantic to provide EEO to all persons in all aspects of employment without regard to race, color, sex (pregnancy and sexual orientation included), religion, national origin, age (40 and above), disability (physical or psychological), or protected genetic information. Applicants and employees who believe they have been discriminated against are fully able to exercise their right to file an EEO complaint, grievance, or otherwise oppose unlawful discrimination without fear of retaliation. Acts of retaliation against an individual who reports unlawful discrimination or harassment will not be tolerated.
2. The obligation to support the principles of the EEO Program and to carry out its tenets is a responsibility shared by all personnel, both military and civilian. Managers and supervisors have significant obligations and responsibility in this area. These commitments must be exemplified in all of our management practices and decisions; including recruitment and hiring practices, appraisal system, promotions, training, and career development programs.
2. All SPAWARSYSCEN Atlantic personnel must identify and remove barriers to equal opportunity at all levels of the workforce; reach out widely and in previously untapped markets to identify highly qualified applicants for employment; recruit, retain, train, develop, promote, and reward a highly capable, diverse workforce in a fair and consistent manner on the basis of merit; provide reasonable accommodation for qualified applicants and employees with disabilities; maintain a work environment free from unlawful discrimination, retaliation and harassment; ensure all personnel are educated about their rights and responsibilities under Federal EEO laws; and act promptly, appropriately, and effectively to endorse this policy.

(b)(6)

S. MELLER

Posted on the COG and
Official Bulletin Board

